



CITY OF HUTTO  
A YEAR IN REVIEW  
2007-08  
TABLE OF CONTENTS

- 1) AWARDS, LEADERSHIP ROLES, RECOGNITION AND POSITIVE IMPACT ON THE COMMUNITY
- 2) BUILDING OUR INTERNAL STRUCTURE AND CAPACITY THROUGH TEAMS AND COMMITTEES
- 3) EDUCATION, TRAINING AND PROFESSIONAL DEVELOPMENT
- 4) GRANTS
- 5) INNOVATIONS
- 6) PLANNING FOR OUR FUTURE
- 7) PROGRESS
- 8) PROJECTS COMPLETED
- 9) SPECIAL EVENTS



**Awards  
Leadership Roles  
Recognition  
and  
Positive Impact on Community**

## **AWARDS, LEADERSHIP ROLES, RECOGNITION AND MAKING A POSITIVE IMPACT ON THE COMMUNITY**



### ***Budget Analyst Micah Grau Awarded Scholarship***

In August 2007, the City congratulated Budget Analyst Micah Grau who was awarded the 2007-2008 Clarence E. Ridley Scholarship, sponsored by the Texas City Management Association, which is a \$5,000 educational fellowship. Mr. Grau was honored for being the recipient of this competitive scholarship at the Texas City Management Association's annual conference.

The primary objective of the Ridley Scholarship is to compliment the decision made by persons who have chosen to pursue a graduate degree in public administration by providing them with financial assistance. Applicants must have a bachelor's degree, be accepted or acceptable for admission to a graduate school in Texas, and demonstrate a serious commitment to pursue a career in local government. In 1956, Clarence E. Ridley retired after serving twenty-seven years as executive director of the International City/County Management Association. At their annual meeting that year, members of

the Texas City Management Association (TCMA) decided to honor him in a way consistent with their goals and Mr. Ridley's personal commitment to the profession of municipal management. They did so by establishing a scholarship program in his name to assist students pursuing advanced degrees in public administration in qualified Texas colleges and universities.

Mr. Grau joined the City of Hutto in October 2006 and has already made significant contributions in the area of performance management, financial forecasting and budgeting. He attends Texas State University where he is pursuing a graduate degree in public administration.



### ***Joni Clarke Completes CPM Program ~***

#### ***(Certified Public Management)***

On June 2, 2008, Assistant City Manager, Joni Clarke, after completing 18 months of

study and course work, was one of 52 students to graduate from the Texas CPM Program. The CPM Program trains public and non-profit managers in the ethical values and technical competencies associated with outstanding public service and is offered by the Texas State University, William P. Hobby Center for Public Service.

Texas State University has been designated by the Governor of the State of Texas and the National Certified Public Manager Consortium to deliver the nationally accredited CPM program throughout Texas. Designed for present and future leaders in public service, Texas is one of 28 states in the U. S. where the CPM program is offered.

### ***Distinguished Budget Presentation Award Received for Second Consecutive Year***

The City received the budget award from the Government Finance Officers Association for the 2007/08 Budget document. The budget award represents a significant achievement by the organization as it reflects the commitment of the governing body and staff to meet the highest principles of governmental budgeting. In order to receive the award, the City had to satisfy nationally recognized guidelines for effective budget presentation, including an assessment of how well the budget serves as 1) a policy document; 2) a financial plan; 3) an operations guide; and 4) a communications device.

Budget Analyst Micah Grau provided tools and the framework for the Department

Directors to develop budget proposals for the City Manager and Council. The process required that the key elements of the strategic planning process were reviewed to ensure the programs for the 2008 plan were aligned with the Council's strategic plan.

The City's budget document can be found on the Finance Department page of the City's website [www.HuttoTX.gov/Budget](http://www.HuttoTX.gov/Budget).



### ***City Receives City – County Cooperation Award from the Texas Municipal League***

Mayor Kenneth L. Love accepted the Texas Municipal League's City – County Partnership Award on behalf of the City of Hutto in conjunction with representatives of Williamson County, Cedar Park, Round Rock and Leander at the general opening ceremony of the Texas Municipal League's Annual Conference in Dallas last November. This award was for the joint cooperation on the Williamson County Regional Animal Shelter project.

### ***City of Hutto Receives Prestigious TML Award for Management Innovations***



At the Texas Municipal League Annual Conference and Exhibition, held in Dallas on November 6-9, the City of Hutto was presented the 2007 Municipal Excellence Award in Management Innovations for cities of less than 25,000. The award recognizes the city for its Organizational Development Plan.

Stretched by a growth rate of 1,278 percent in six years, Hutto realized it didn't have the internal capacity to meet the demands of a rapidly developing city. To improve human infrastructure, the city created an Organizational Development Plan that established four goals: 1) develop internal capacity; 2) determine and integrate core values; 3) increase communication effectiveness; and 4) implement systems to increase operational effectiveness and efficiency. The plan embraced the concepts of recruiting and retaining talent, prioritizing professional development, establishing clear expectations for employees, and encouraging positive behavior through reinforcement. Improvements resulting from implementation of the plan include the adoption of participatory leadership practices and the initiation of the Total

Rewards System, an innovative and participatory approach to compensation.

On hand at the conference to accept the award were members of the Hutto City Council and staff.

The Texas Municipal League is a voluntary association of more than 1,200 Texas cities. Its primary objective is to serve the needs and advocate the interests of Texas cities, and it is the largest organization of its kind in the United States. The City of Hutto is a member of the Texas Municipal League.

### ***Hutto Maintains BBB + Bond Rating***

This past year, the City of Hutto undertook a review with Standard & Poor's on its bond rating and was able to maintain its BBB+ rating. Standard & Poor's upgraded the City's rating of BBB+ in 2006, and affirms this underlying rating with a stable outlook on the City's general obligation debt. The rating reflects the City's high debt burden, which includes overlapping debt with the school district, as well as its current limited local economy. These two general weaknesses are mitigated in part by the City's rapidly growing suburban community with direct transportation access to the Austin metropolitan area and employment opportunities and sustained rapid property tax base growth.

S&P deemed the financial management practices "good" under its Financial Management Assessment (FMA) methodology. The report indicated that the City's financial performance and position have "significantly improved", with a moderate property tax rate and increased

financial reserves. Other strengths outlined include the City's:

1. Thorough management of the budgetary process
2. Formal reserve policy that targets at least 20% of operating expenditures
3. Detailed five-year capital improvement plan
4. Conservative investment policies
5. Beginning implementation of a formal long-term financial plan

S&P denotes four categories for Financial Management Assessment: Vulnerable, Standard, Good and Strong. Roughly 75% of BBB rated cities are issued a "standard" FMA rating, making Hutto's financial practices commendable in comparison with similar size and economic conditions.

### ***City Honored to Accept and Fly POW-MIA Flag at City Hall***

During last year's Veterans Day ceremony at Hutto High School, Mr. Henry Bradshaw presented Mayor Kenneth L. Love with a POW/ MIA flag (POW stands for Prisoner of War and MIA stands for Missing in Action). The Mayor was honored to accept this flag and asked for it to be flown at City Hall in honor of our soldiers.

In 1979, Congress and the President proclaimed the first National POW/MIA Recognition Day to acknowledge the concern of service members who were listed as a Prisoner of War or Missing in Action. The flag was accepted as a symbol to the American people to never forget the men and women who sacrificed their freedom in order to protect ours. In 1982, the POW/MIA flag became the only flag,

other than the Stars and Stripes, to fly over the White House in Washington, D.C. According to the US Department of Veterans Affairs flag rules and regulations, the POW/MIA flag is to be flown under the American flag.

The city was grateful to Donnie Kaase, Street Superintendent for the Public Works Department and the Public Works staff for ensuring this project was completed with dignity.



### ***City Appoints New Emergency Management Coordinator***

City Manager Edward Broussard recently announced the appointment of James Devereaux, Utilities Supervisor, as the new Emergency Management Coordinator for the City of Hutto. Mr. Broussard noted his decision was based on Devereaux's 20 year extensive background in various areas of emergency management beginning in 1980, having served as a Firefighter in Copperas Cove earning a license as an Emergency

Medical Technician in 1984. Devereaux was named Firefighter of the Year in 1985-86. Additionally he served on the Coryell County HAZ-MAT Team. In 1996 he left Copperas Cove for a Shift Commander position at the West Lake Fire Department, Travis County Emergency Service District # 9. In addition to Utilities Supervisor, Mr. Devereaux looks forward to serving the Hutto community through the additional responsibilities of EM Coordinator.

The Governor's Division of Emergency Management is a Division of the Department of Public Safety under the office of the Governor. This division is responsible for providing an emergency management system embodying all aspects of pre-disaster preparedness and post-disaster response for communities in the State of Texas reducing the damage, injury and loss of life and property resulting from natural or man-made catastrophes, riots or hostile military or paramilitary action. It prepares communities for operations and planning for protection by prompt and efficient rescue, care and treatment of persons victimized or threatened by disaster and by providing a setting conducive to the rapid and orderly restoration and rehabilitation of persons and property affected by disaster.

City of Hutto Emergency Management Plan provides for our community to work with other agencies and the local Disaster District. Jim recently met with the Williamson County Office of Emergency Management Coordinator, John Sneed. Hutto holds an advanced level of assessment and planning preparedness. A special thank you goes out to the late John Coats who brought the Emergency Management Plan before the City Council

for adoption on April 5, 2004. The City is taking the necessary steps to ensure that if we have a crisis we are prepared.

### ***Hutto is Winner in the Texas Round-Up Governor's Challenge for Cities***

On April 25, Mayor Kenneth L. Love, Councilmember Ronnie Quintanilla-Perez and City Manager Edward Broussard were invited to attend a VIP Reception at the Bob Bullock State History Museum and receive a silver award on behalf of the City of Hutto as winners in the Texas Round-Up Governor's Challenge for Cities. The City received the award because of individuals who reside in Hutto that registered on-line to the GetFit! Program and logged in their daily activity. Those individuals accumulated enough points for Hutto to be awarded the Silver Medal.

In 2004, Governor Rick Perry launched the Texas Round-Up statewide fitness initiative and 10K race to motivate and encourage Texans to become more active and to incorporate healthy choices in their daily lives. Today, Texas Round-Up is an independent not-for-profit organization working to improve the health of Texas through education and promotion of physical activity and healthy living. Texas Round-Up provides Texans with tools, opportunities, and programs that encourage and allow for Texans of all ages and fitness levels to participate.

GetFitTexas! a program offered by The Texas Round-Up provides Texans with the tools needed to establish regular physical activity routines and healthy habits. This program includes a free online activity

tracking system and an educational component emphasizing the benefits of regular exercise and healthy choices.

With more than 55,000 participants using the on-line tool to log their fitness activities, thousands of Texans have seen great improvements to their overall health. All users are encouraged to participate in the Governor's Challenge, by completing and logging 30 minutes of physical activity at least five days per week for six weeks. Each spring Texas Round-Up issues Governor's Challenge Awards to cities, state agencies, schools, social organizations, families and friends that have the highest participation per capita in their respective categories.

### ***City Council Extends Gratitude to Representative Mike Krusee***



Mike Krusee, Texas Representative of the 52<sup>nd</sup> House District, was a guest at the August 7 meeting of the Hutto City Council. Mayor Pro-Tem David Begier, on behalf of the City and the citizens of Hutto, extended his sincere appreciation and gratitude for the many ways Representative Krusee has worked for the betterment of Williamson County and the Hutto community.

In the Texas House, Krusee placed his highest priority on supporting excellent education for our children, keeping our neighborhoods safe and reducing traffic between communities in our region while fighting to keep taxes low and encouraging job growth.

Representative Krusee serves as Chairman of the House Transportation Committee and is a member of the Executive Council of the Capital Area Metropolitan Planning Organization (CAMPO). His passionate interest in quality urban planning and design led him to a seat as a board member of the Congress for New Urbanism in 2005. As Chairman of the House of Transportation Committee, Representative Krusee ushered in landmark improvements not only for Central Texas but for the entire State of Texas. Author of House Bill 3588, a transportation statute, this bill is now widely held as one of the most comprehensive and visionary in Texas history. This legislation is now a national model for state transportation funding.

The 40 miles of Central Texas Turnpike, including SH 130 which runs through the City of Hutto, opened a year ahead of schedule and was under budget. The location of the toll road through Hutto not only contributed to the rapid growth of the City, but increased the commercial real estate as developers continue to snatch up land adjacent to the highway. It has put Hutto on the map of Texas as one of the fastest growing cities in the state and ranking Hutto in the top 100 edge cities in the nation.

Mayor Pro-Tem Begier presented Representative Krusee a framed aerial photograph of the City of Hutto showing SH

130 going through the City. Each member of the Hutto City Council signed the mat board with a personal 'thank you'.

Representative Krusee has decided not to run for reelection in November. "Representative Krusee's impact will be felt for generations to come. He has revolutionized the Central Texas transportation system and opened Hutto up to the world", stated Ed Broussard, City Manager.



### **Debbie Chelf Named Chamber of Commerce Ambassador**

Debbie Chelf, City Secretary was appointed by the City Manager to serve as the city's representative through participation in the Ambassador Program sponsored by the Hutto Chamber of Commerce. This program involves working with Chamber personnel to promote the community activities of the Chamber.

### ***City's New Website Receives Creativity Award***

The City of Hutto website has been selected as a winner in the 38<sup>th</sup> annual Creativity Awards. Creativity Annual Awards receive entries from all around the world and have a wide range of categories. The selection process is design focused and is judged by a panel of advertising and graphic design professionals. More information can be found at <http://www.creativityawards.com/>.

### ***Public Works Employees Receive Awards***

Last winter Public Works employees, Alberto Ayala, Chase Parker, Daniel Robles and Butch Johnson were all nominated for various awards. Each of these employees displayed the City's core values of Trust, Fairness, Open Communication, Role Modeling – Mentoring, and Service Minded. We are all very proud of the great work these employees do and the awesome job of displaying Hutto's core values. Butch Johnson received "employee of the year" for the Public Works Department. Butch has been a citizen of this community for a long time and has been a tremendous asset as an employee to the City.



### ***City of Hutto Recognizes Its Exceptional Employees At Ceremony***

The City of Hutto recognized its exceptional employees during the annual Employee Recognition Ceremony at the Main Hall of Old Settler's Park on Saturday, December 15. The following awards were given to selected City of Hutto employees by their peers:

Employee of the Year for each Department  
 Tim Howell and Debbie Chelf – City Manager's Office  
 Yvette Glover – Community Development  
 Micah Grau – Finance  
 Rusty Bonnet – Parks and Recreation  
 Rickey George - Police Department  
 Butch Johnson – Public Works

The following employees were selected by their peers and given awards for their ability to demonstrate the City's core values in the following areas:

Outstanding Demonstration of Core Values  
 Mahonna Clanton – Fairness  
 Dwain Jones – Role Modeling/Mentoring  
 Micah Grau – Open Communication  
 Butch Johnson – Service – Minded  
 Aleyda Grell – Trust

Additionally, the following employees were recognized for their years of service to the City of Hutto and its citizens:

#### **Five-Year Service Awards**

Nathan Rowland  
 Katie Tangeman  
 Monica Burke  
 Suzanne Glass  
 Daniel McDowell  
 Stella Gonzales

A Wellness Champion award was issued to Mahonna Clanton.

### ***Chief Thomas Appointed To Central Texas Law Enforcement Technology Committee***

In August 2008, Chief Thomas attended a meeting hosted by Austin Police Chief Art Acevedo and regional representatives from Municipal, County and District Courts and Law Enforcement for a discussion about efficiency and effectiveness across the area legal system. As budgets tighten and resources are stretched, all law enforcement agencies felt the need to reflect upon 1) process flow and the standardization of practices such as "cite and release"; 2) paperless communication such as the issuance of electronic warrants; and 3) court scheduling to reduce overtime costs. This was an executive-level meeting.

As a result of the meeting, Chief Thomas was appointed to serve on the Central Texas Law Enforcement Technology Committee, due to the advanced level of Hutto Police Department's current technology.



### ***City's CAFR Receives Highest Form of Recognition***

The Finance Department prepared a Comprehensive Annual Financial Report (CAFR) that attained the highest form of recognition in governmental accounting and financial reporting. The CAFR is a municipal government's complete accounting of "Net Worth" as well as the financial results of operations for a fiscal year. Reviewed by an impartial panel at the Government Finance Officers Association, this achievement represents a significant accomplishment by the City and the Council. The panel judged the CAFR as meeting the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The City's CAFR can be found on the Finance Department page of the City's website [www.huttotx.gov](http://www.huttotx.gov).



### ***Parks & Recreation Director serves as TAAF President 2007-2009***

The Texas Amateur Athletic Federation is a nonprofit organization established in 1925 to promote, organize and conduct amateur athletics in the state of Texas. The City of Hutto became a member of TAAF in 2004 and the Hutto Parks & Recreation Director, Mike Hemker was elected as the Federation's President-Elect in 2005. This is a six year commitment in which Hemker serves two years a President-Elect, two as President and two as past President. Hemker's term as President runs from 2007-2009.

TAAF's mission has been to create and maintain in the State of Texas a permanent organization representative of amateur athletics and/or organizations, devoted thereto; to establish and maintain the highest ideals of amateur sports in the State of Texas; promote the development of physical education and to encourage the standardization of rules of all amateur athletics, games and competitions.

The Federation consists of organizations of a permanent status that are active and interested in the promotion of amateur athletics and representative of one or more sports in their respective communities. The objectives of Texas Amateur Athletic Federation, Incorporated are both charitable and educational. Currently our membership consists of over 140 organizations with over 210,000 individual participants.

Through the City of Hutto's membership and participation in TAAF, Hutto has been able to send its local athletes to regional and state championships. Hutto has also been host to the TAAF Region 3 basketball tournament in 2007 and 2008 and has been awarded the 2008 Regional Championships again. Hutto partnered with the Hutto summer Volleyball League and hosted the 2007 Games of Texas Volleyball Championships as part of the state's largest amateur athletic sporting event. TAAF has a Local Athlete of the Year award that can be awarded to individuals who have participated in TAAF athletics at the local, regional and state levels.

### ***City Council Hosts Appreciation Dinner for Board and Commission Members***



In May, members of the City Council hosted an Appreciation Dinner for all members of the Boards and Commissions that serve the City. Some 65 attendees enjoyed a Fajita dinner catered by Mario's, were acknowledged individually for their service with a certificate of appreciation and viewed a Year in Review video.

### ***Parks & Recreation Staff Pursue Certified Professional Sports Manager (CPSM) Certification***

The Sports Management University was held in San Antonio in May and was attended by Parks & Recreation Director, Mike Hemker. Hemker has been previously certified as well as a speaker at the school but was back in 2008 to renew his certification. Hutto PARD Staff members who have completed certifications previously include Rusty Bonnet and former staff members Homer Lopez and Felix Madrid.

The Texas Amateur Athletic Federation partnered this year with Texas Recreation & Parks Society (TRAPS), another organization for parks and recreation professionals. This certification program promotes continuous learning opportunities specifically for recreational programming staff as well as staff working with athletics and aquatics facilities and turf maintenance. Following completion of this two year school, participants will become a T.A.A.F. Certified Professional Sports Manager (C.P.S.M.). Once a person is certified the certification is good for two years before it needs to be renewed.



**BUILDING OUR INTERNAL  
STRUCTURE AND CAPACITY  
THROUGH TEAMS  
AND  
COMMITTEES**

## **Building Our Internal Structure and Capacity through Teams and Committees**

### ***Organizational Development Plan Goal No 1 - Total Rewards System (TRS)***

The Organization Development Policy states “It is the desire of the City Council to sustain and maintain a qualified staff that will continue to move the City in a positive, progressive and productive direction.” Specifically, the Total Rewards System addresses strategic goal number two of providing competitive compensation packages.

In fiscal year 03/04, the City of Hutto began to evaluate its compensation system and the impact salary market levels had on the City’s ability to recruit and retain qualified staff. Staff began to look for a cost-effective methodology in which to begin implementation of a compensation system to help support the needs of an organization subjected to the demands of a rapidly growing community.

The first step was to evaluate the compensation levels using existing resources and because the City of Round Rock had just completed a comprehensive market survey, staff recommended that the Council adopt the Round Rock Pay and Compensation Plan at some percentage level. For implementation in fiscal year 04/05, the Hutto City Council adopted the Round Rock Pay and Compensation Plan at a 70 percent funding level.

When the Council was initially approached with the suggestion of using Waters Consulting Group survey data made available through the Texas Municipal League, there was some apprehension and staff was directed to gather their own data. In June 2004, staff provided Council with information to evaluate staffing levels and market information for cities within a 60-mile radius that had a population over 5,000.

Because this initial information was somewhat cumbersome, the Council agreed to utilize the Texas Municipal league (TML) Salary Survey Data through Waters Consulting Group in assessing the City of Hutto salary levels to the market in fiscal year 05/06. This data is comprised of the entire State of Texas and for the City of Hutto; it used the data specific to TML Region 10 which is the central Texas Region. In fiscal year 06/07, staff further refined the market data. For positions not requiring a bachelor’s degree, the City used TML Region 10 and for positions requiring a bachelor’s degree, the City used survey data for TML Regions in the Austin (Region 10) and the TML Regions for the San Antonio and Waco areas and made it specific to cities with a population ranging from 10,000 to 30,000.

It is important to clarify that compensation of employees takes on two different types of adjustments, the first being market typically effective in October and performance adjustments in January.

Market-based adjustments are based on the job responsibilities and what other organizations are willing to pay for the required skills in order to perform a specific job function. Performance is based on the employee's evaluation to reward employees for job productivity and accomplishments.

In December 2005, the City Manager's Office acquired the services of The Management Connection to conduct an Organizational Needs Inventory (ONI) in which 15 diverse employees were selected to participate by completing the ONI survey instrument. The ONI provides employee input on the workplace culture, the organizational structure and leadership philosophy. The results of the ONI survey were presented to the leadership team at a work session with Mr. Gonzalez and the staff began the process of establishing organizational values and the Organizational Development Plan.

The outcome of the organizational development planning process was the establishment of four major goals:

1. Develop the internal capacity of the organization.
2. Integrate the core values into the organization.
3. Increase communication effectiveness throughout the organization.
4. Implement systems to increase operational effectiveness and efficiency.

The planning process began for developing the internal capacity first by defining "internal capacity" as the internal resources available to meet the demands of the

community and the team further clarified the focus on human capacity which is the capabilities, knowledge, abilities and limitations as it relates to staffing within the organization. The Employee Development Process was identified as follows:

- An employee is hired
- A skill inventory is conducted
- A professional development plan is designed
- A work plan is developed
- A mid-year assessment is given
- A performance evaluation is completed

Generally, the team embraced the concepts of recruiting and retaining talent, the importance of prioritizing areas of professional development, establish clear expectation for employees and encourage positive behavior through the acknowledgement and reinforcement of an employee's strengths. With these concepts in mind, the team formalized the following objectives:

- Conduct a compensation study
- Implement a leadership development/training plan
- Develop a work plan system
- Implement a progressive performance evaluation system

Two major projects were identified to meet the above-referenced objectives the first being the transformation of the organization by utilizing the concept of appreciative inquiry and the second being the Total Rewards System an innovative and participatory approach to compensation.

The City of Hutto is now in its implementation phase of the Organizational Development Plan and has formed “implementation teams” for specific objectives that are linked to the organizational strategies.

The Total Rewards System was a project created from the Organizational Development Plan (Goal No. 1 – Develop the Internal Capacity of the Organization) and its objectives included the following:

- Conduct a comprehensive compensation study
- Create a customized compensation system
- Implement the new compensation system
- Conduct a job description/specification analysis
- Create a customized performance appraisal system
- Conduct a staffing analysis

In June 2007, every employee attended a Total Rewards System orientation meeting where the concept of the Total Rewards System was introduced to staff and phase one, the job analysis process, was initiated in July of 2007. This participatory process is designed to be thorough and accurate in describing the many ways that staff member contribute their time, talent, skills, knowledge and experience to the City. The overall goal of this Total Rewards System is to develop the City of Hutto’s work culture and make a transformation to a values-based organization. The City of Hutto’s aspiration is to be the best place to work in central Texas.

As part of the implementation of the Organization Development Planning project, staff has selected the following Cities to benchmark:

- Round Rock
- Georgetown
- Cedar Park
- Wylie
- Benbrook
- Rockwall
- Burleson
- Kerrville
- Lake Jackson
- Deer Park

These Cities were selected based upon their growth rate, economic situation, progressiveness and professionalism. In addition, the Cities of Taylor, Leander and Pflugerville were included in the market survey data not as one of our mentor Cities but rather for their geographic location.

The market study component of the Total Rewards System is an important step in meeting the objectives of the Councils’ Organization Development Policy.

### ***Organizational Development Plan (ODP) Goal***

“Integrate the Core Values into the organization by December 31, 2007”.

Values: Trust, Fairness, Open  
Communication, Role Modeling/Mentoring,  
Service Minded

**Team Leader:** Laurie Brewer  
**Team Members:** Debbie Chelf,  
Dwain Jones,  
M. Clanton,  
Donnie Kaase,  
Joan Hardy,  
Homer Lopez

### **Results from 2007/08**

1. Updated the Employee of the Year selection criteria to emphasize core values, recognizing an employee who models each of the core values throughout the year.
2. Merged the values committee with the employee relations committee.

### **ODP Goal No. 3 Team – Increase the Communication Effectiveness throughout the Organization and Community**

As a result of the ODP Goal No. 3 Team, the Management Assistants Team was formed. A Management Assistant serves as an assistant to a Department Director supporting through the management of the daily operations of their department ensuring a smooth operational structure. This group was formed and began meeting bi-weekly in January 2007. They adopted the following mission statement:

#### **Mission Statement**

*To promote effective communication and interdepartmental coordination, combine resources, provide support to management and team members in order to meet project deadlines and increase efficiency of the organization.*

To meet the goals of the mission statement, the following responsibilities were developed:

#### 1) **Calendar of Events**

Each Management Assistant is to maintain and update their department's events on the website calendar. It is maintained up to 3 months in advance. This ensures communication of events throughout the community.

#### 2) **Project Management**

Each department is to meet weekly to discuss their current projects and review status. Each Management Assistant is to keep their project management forms updated and turned in to the M.A. Team leader for review by the City Manager. The City Manager meets monthly with each Department Head to review their project management status. This ensures communication throughout the department and organization.

#### 3) **Council Update News**

The City Manager prepares a Council Update for the Council members each week. The Management Assistants ensure that their departmental information is submitted to the Office of the City Manager in a timely manner.

This ensures communication with the council.

4) Employee Newsletter

Each Management Assistant is to ensure that articles are submitted for the employee newsletter from their department and to meet the required deadline. This ensures communication throughout the organization internally.

5) City Newsletter

HUTTO TODAY ~ This newsletter goes out to the citizens with the utility bills each month. Each Management Assistant is to ensure that articles are submitted for the newsletter from their department and to meet the required deadline. This ensures communication within the community.

6) Hutto Highlights

The City's weekly electronic newsletter. Again, it is the Management Assistants responsibility that information is submitted from their department by the required deadline. This newsletter began as a monthly newsletter and because there is so much news, it has become a weekly newsletter. This venue was created to get more information out to the public.

7) Website Updates

The Management Assistants review their department's website home pages on a monthly basis to ensure that it is up-to-date. During the month, they are to submit to the IT department any news worthy information.

8) Employee Telephone Directory

The Management Assistants Team maintains this directory. Whenever an employee is hired or terminated, this list is updated to ensure all departments have current information ensuring communication within the organization.

9) Director's Calendar

Each Management Assistant maintains their Department Director's calendar ensuring their attendance at all necessary meetings. Again, this ensures communication within the organization.

10) TRS (Total Reward System)

This past year the Management Assistants were asked to be the "communication avenue" for each department regarding this information. They communicated to the members of their department any updates on the progress of this program.

11) Press Releases

It is the Management Assistants responsibility to submit information to the City Manager's Office that needs to be relayed to our citizens ensuring communication within the community.

Each of these responsibilities promotes and ensures, in some way, the effective communication throughout the organization and for our citizens. The bi-weekly meetings provide for interdepartmental communication and cooperation. Additionally, ideas are shared. Team members hear of the special events and projects of other departments and

know more of what is going on city wide. Team members report back to their departmental team pertinent information.

### *Technology Committee*

The Technology Committee serves as an advisory board for planning, decision making and is represented by a member from each City department. The 2008 Technology Committee is represented as follows:

<b>Name</b>	<b>Department</b>	<b>Title</b>
Diane Mehaffey	Finance	Purchasing Agent
Frank Kee	Public Works	Utility Technician II
Mike Orman	Police	School Resource Officer
Nalda Zepeda	Community Development	GIS Coordinator
Tim Howell (Chair)	City Manager's Office	IT Analyst
Yasmeen Jehangir	Parks and Recreation	Librarian

The Technology Committee meets bi-monthly or as needed and in 2008 has been involved in the redesign of the city website and new phone system projects. The committee advises of upcoming needs and reviews technology initiatives that could have an impact on more than one City department. It is also involved in policy creation and short and long term technology planning.

### *Safety Committee*

The Safety Committee has made great strides this year. We opened enrollment up

to anyone interested and have a established a good group. Earlier this year, the Committee went through a strategic planning process to identify the functions and priorities of the committee. Three focus areas emerged: Education and Training, Facilities, Vehicles and Equipment, and Policy and Procedures. Committee members have chosen an area of interest to work on.

Accomplishments for the year include the installation of wireless smoke alarms throughout City Hall and exit maps in the public areas. The Committee has also began an educational program that includes quarterly brown bag lunch trainings where employees are invited to watch safety videos created by the Texas Municipal League. The Committee is also hosting an evacuation/emergency drill training for staff in August to learn what to do in case of a fire, inclement weather, or other situation.

The Committee worked with Julie Arndt of the Police Department to host a First Aid and CPR class for interested staff. Due to the overwhelming response, more classes are planned for the near future. The training is beneficial for staff both at home and for those working out in the field.

### *Employee Relations*

The Employee Relations Committee planned and organized the Christmas party which occurred on December 15, 2007 at the Old Settlers Park Main Hall with food being catered by. Mopsie. Departmental and Organization Value awards were presented to employees. Pictures with our special guest, Santa, were taken.

The committee held a Chili cook-off and door decorating contest for Valentine's Day. The Police department won the door decorating contest. Daniel Robles won the Chili cook-off.

On May 2, 2008, the Employee Relations Committee hosted a Spring Picnic at Fritz Park. Hamburgers and hot dogs were served to about 70 attending employees. Attendees enjoyed a horse shoe tournament in which there was a men and women category. The winner in the women's category was Stephanie Rawlins and in the men's was Daniel Robles. Employees also played volleyball. Door prizes were also awarded.

### ***Wellness Committee***

The Wellness Committee is dedicated to the promotion of healthy lifestyles through education and awareness. By focusing on the development of wellness incentive programs, the intention is to reduce health-related risks and enhance employee productivity.

- Rickey George, Chair
- Stephanie Rawlins, Co-Chair
- Charlotte Parker
- Tim Howell
- Al Aranda
- Monica Burke
- Monica Barron
- Will Guerin

The Wellness Committee has identified our three biggest achievements:

1. First Biggest Loser Challenge

2. First Brown Bag Lunch/Learn Wellness Initiative – EAP Program
3. Smoking Policy Revision

### ***Appreciative Inquiry Committee***

The AI Team is committed to a continual process of encouraging City of Hutto employees to engage in appreciative inquiry techniques to improve and enhance our work culture.

The AI Team consists of the following members:

- Sam Pearson, Project Leader
- Scot Stromsness
- Rickey George
- Harold Thomas
- Micah Grau
- Amy McGlothlin
- Joni Clarke

- I. Departmental Introductions
  - a. The AI Team has completed an introductory presentation to all City of Hutto Departments to introduce the concept of AI.
  - b. The AI Team completed follow-up one-on-one interviews of every employee who attended the introductory presentation.
  - c. Each interviewer reported the results of the one-on-one back to the AI Team
- II. Leadership Team Buy-In
  - a. The AI Team has completed an introductory presentation to the Leadership Team.

- b. The majority of the interviews indicated that AI was being practiced in their department.
- III. Cross Departmental Training
  - a. Employee Committees – The Employee Committees (IT, Safety, Wellness and Employee Relations) have created mission statements and have recruited new members.
- IV. AI Partner Initiative
 

The AI Partners Group has been re-energized with new members. The following employees are participating:

  - Edna Vela
  - Diane Mehaffey
  - Will Guerin
  - Jeff Sabin
  - Rhonda Redden
  - Tim Howell
  - Nathan Roland
  - Yasmeen Jehangir
  - Debbie Chelf
- a. What's NextWork with other groups such as The Management Connection, TCMA, TPCA and/or TML to facilitate AI Training in the Central Texas Region.
  - b. Organized and hold quarterly meetings with Chairs of Employee Committees to reinforce AI techniques.
  - c. Organize quarterly brown bag training sessions (free choice).
  - d. Send a couple of representatives to AI Training in Denver, CO.
  - e. Conduct a half day Implementation Meeting with AI Partners (November).
  - f. Winter Olympics – Showing appreciation for the contribution of others.
  - g. Read an additional book to continue education of Team.
  - h. Participate in TRS implementation re: employee training



# **Education Training and Professional Development**

## EDUCATION, TRAINING AND PROFESSIONAL DEVELOPMENT



### ***Parks Maintenance Employee Receives Playground Safety Training***

In late October of 2007, Groundskeeper Rusty Bonnet attended and became certified in the National Playground Safety Institute Inspector class. This certification allows Rusty to inspect playgrounds in our parks and understand all the safety precautions, construction requirements and routine inspection procedures for today's modern play grounds. This certification is very thorough and is tough to obtain. The class is offered a couple of times each year. Now that Rusty has obtained this certification, he is now able to inspect all our playgrounds. We are considering contracting out this inspection service to make it available to our local neighborhood and home owner associations, helping to ensure existing and new developments meet the required national standards that the newly adopted Parkland Dedication Ordinance requires.



### ***Hutto Police Chief Teaches At Domestic Violence Awareness Conference***

Police Chief Harold Thomas provided a powerful presentation to 210 attendees at the Domestic Violence Awareness Conference in Stafford, Texas, near Houston this past November. His speech focused on the need for the entire public safety team to work together in answering calls of domestic violence. Chief Thomas is one of the leading speakers on domestic violence in the state and he uses his passion on this issue to raise funds, push for adoption of laws, and educate law enforcement and the public to get involved.

### ***City Hosts Ethics Training***

The Hutto City Council hosted and participated in Ethics Training in September of 2007. All members of any of the City's

Boards and Commissions were invited to attend. The training was conducted by James Fisher, City Manager of the Village of Bee Caves. Mr. Fisher, a Credentialed Manager through the International City Manager's Association (ICMA), has over 17 years professional local government experience. He received the 2004 City Administrator of the Year Award from the Texas City Management Association (TCMA), served as Chairman of the TCMA Ethics Committee from June 2005 through June 2007 and was President of the TCMA Region 7 from June 2004 through June 2005.



### **City Officials Teach Local Government at Hutto High School**

Throughout the week of February 25, officials with the City of Hutto taught the ins-and-outs of local government to the senior students at Mr. David Kinnaman's Hutto High School Economics Class. The students were educated in public administration, increasing their understanding of their local municipal government and their role in the community as well as possibly influencing

their career decisions. Students enjoyed interaction and classroom involvement while being versed in such topics as city management, municipal finance, police and municipal court, community and economic development, public works, parks and recreation and fire and rescue.

Following this class, students were selected to attend the Youth in Government Day at City Hall and the various other city facilities for a hands-on look and participation in their local municipal government on Friday, March 28. LTC Brian Bennett from Fort Hood was the keynote speaker at the luncheon planned for the students that day.

### **Emergency Management Hosts SkyWarn – Spotter Training Program**

SkyWarn, a Spotter Training Program was offered to the Hutto community on Monday, March 31, 2008, at 7:00 p.m. at the City of Hutto Council Chambers, 401 W. Front Street. National Weather Service Meteorologist, Paul Yura, was the guest speaker and presented the following topics:

- Who is the National Weather Service
- Thunderstorm Formation
- Thunderstorm Hazards
- Types of Thunderstorms
- Severe Weather Reporting Procedures

The program, hosted by the Emergency Management Coordinator for the City, James Devereaux, was free to the public.

### ***Officers Attend Specialized Training***

In April, Officers Glass, Nall and Wheeler attended a 16 hour school covering Sexual Assault and Family Violence sponsored by

the Williamson County Children's Advocacy Center. Officer Tangeman attended a 24 hour school covering Intermediate Child Abuse investigations. Officer Bomer attended a 16 hour school covering Intermediate arrest search and seizure. Officers Nall and Wheeler attended a 40 hour school to become certified as Field Training Officers. Lt. Looney attended a 40 hour school to become a certified law enforcement instructor.

### ***Police Chaplain Program***

When Chief Harold Q. Thomas came to Hutto in December of 2005, one of his goals was to start a "Police Chaplain Program." Chief Thomas learned Hutto had no ministerial alliance in Hutto, and in 2006-07, he began meeting ministers and pastors throughout Hutto to get to know them. On June 20, 2007, the first meeting of Hutto ministers and pastors came together at the City Hall Council Chambers to form Hutto's Ministerial Alliance. The group met as a community opportunity and continued to meet quarterly.

On May 9-10, 2008, two days of police chaplain training was held at the Hutto Fire Department training room. The training was attended by nine Hutto ministers, three ministers from Round Rock, a Round Rock Police Sergeant and Chief Thomas. The training was coordinated by Keith Jenkins, who is a Department of Public Safety Chaplain out of Austin and a member of the International Conference of Police Chaplains. There were a total of five trainers; and four of the trainers, who were all members of the International Conference of Police Chaplains, have over

twenty years of experience. The training topics were:

- Officer Injury and Death
- Responding to Crisis
- Post Traumatic Stress in Law Enforcement
- Critical Incident Stress Management
- Chaplains and Confidentiality
- Death Notifications
- Ethics for Law Enforcement Chaplains

### ***Police Training in Crime Scene Digital Photography***

On May 14, 2008, during the police department's monthly training, Gene Henderson, a 38 year veteran with the Texas Department of Public Safety Forensic Photography Unit, provided three hour of training to all sworn officers in the department. The training was on how to use certain digital point and shoot cameras. It included all the basic "How to's" in crime scene photography.

### ***Hutto Police Officers Complete "Active Shooter" Training***

In February and again in June of 2008, the Hutto Police Department hosted training in the ALERRT (Advanced Law Enforcement Rapid Response Training) active shooter training course. The goal of the first responder to the active shooter course is to aid police officers, specifically the true first responders, in their ability to safely and effectively respond to, address and stop an active shooter.

The tragedy at Columbine High School in Littleton, Colorado changed the way law enforcement reacts to active shooting situations. When two students took control of Columbine High School on April 20, 1999, the first responding patrol officers established a perimeter and called in the SWAT team. For 45 minutes, Eric Harris and Dylan Klebold had free rein of the school before the SWAT team made entry. During those 45 minutes, the shooters killed 13 people, critically wounded 24 and injured more than 160 others.

The shooter training course, a dynamic two-day, 16 hour program included tactical team movements and building approaches, active shooter vs. barricade/hostage negotiation, survival stress reaction, low-light techniques, rescue team tactics, improvised explosive device training, safety briefing, and force-on-force practical exercises. Also included was live fire simmunition, similar to paint ball, to engage an active shooter in a school campus setting.

Don Montague, director of the program said "We teach first responder tactics and active shooter tactics that are based upon lessons learned from historical homicidal/suicidal acts of violence such as occurred at Columbine High School and Virginia Tech". Every Hutto police officer has now received the ALERRT training and is much more prepared to deal with an event of this type should one occur.

Based at Texas State University in San Marcos, the ALERRT training program has been made available to law enforcement agencies thanks to more than \$4.2 million in state and federal funding. That funding has been used to conduct 200 ALERRT

classes, training more than 4,800 officers in active shooter response and teaching another 200 to be ALERRT trainers in FY 07.

### ***Council Educational Workshop***

An educational/informational workshop was presented to members of the City Council at their July 10 meeting by representatives of Denton, Navarro, Rocha & Bernal, P.C., a law firm out of San Antonio specializing in municipal law. The mini-seminar covered such topics as "Misconceptions of Municipal Court, What to do when Someone is Disruptive during a Council Meeting, Open the Tool Box for Economic Development, Basics of Parliamentary Procedures and Treating Everyone Alike, Including Churches in Land Use Regulations." Bringing presenters "in-house" for a seminar in different areas of municipal operations affords the opportunity for many individuals to benefit from the training for a flat fee and has proven to be cost-effective.



### ***Jeff Sabin Begins Training to become City's Floodplain Manager***

Jeff Sabin attends week-long FEMA-sponsored training on floodplain

management hosted by the Texas Floodplain Managers Association. This training is a prerequisite for obtaining certification for floodplain management (CFM).

### ***Hutto Citizens University***

Hutto Citizens University is in its second year of program development and was designed with the purpose of improving citizens' understanding of municipal government and their role in the community. It was also intended to develop a pool of knowledgeable potential elected or appointed leaders for Hutto. The requirements to apply include being at least 18 years old, a registered voter, and a Hutto resident and demonstrate an interest in serving the city in some volunteer capacity in the future. The applicants must also commit to attend six of the nine sessions. The selection of a maximum of 10 class members was decided upon by an impartial panel and was based on strength of the applications, civic leadership potential, and diversity.

Students attend ten weeks of classes to learn the many facets of the workings of municipal government. Those classes included:

- City Administration
- Finance and Budget
- Police Department
- Community Development
- Municipal Court and the EDC
- Streets and Drainage
- Water and Wastewater
- Parks and Recreation
- Hutto Fire & Rescue

- Graduation Ceremonies

The Fall 2007 Class consisted of 11 students, one of whom was elected as a council member in May 2008. The Spring 2008 Class consisted of 15 students with one member appointed to the Ethics Commission, another member appointed to the Historical Preservation Commission and another member appointed to serve on the Planning and Zoning Commission.



### ***CPR and First Aid Training for City Employees***

The City of Hutto began CPR and First Aid training for its employees in July. The class, a six hour hands-on training, included adult, child, and infant CPR and first aid actions for chest pain, diabetes, stroke, seizures, bleeding, and shock. The course was taught by Julie Arndt, Management Assistant for the Hutto Police Department who is licensed as a Paramedic.

## ***Training For Hutto Police Department***

The Hutto Police Department is dedicated to enhancing the professionalism of all police employees through the development of character and competence.

During FY 07-08 the Hutto Police Department provided over 3500 hours of formal training to its officers and staff. The training ranged from leadership and supervision to crime scene search.



## ***City of Hutto has a New Code Enforcement Officer***

Stephanie Rawlins is newly licensed and is now a code enforcement official. Stephanie has been with the Police Department since May 2006. She was originally hired as a part time code enforcement staff assistant and her primary function was to pick up signs and issue courtesy notices on minor

violations. Stephanie was promoted to full time employment in October 2007 and began training in the more complex issues in code enforcement. She attended Basic Code Enforcement class and passed her exam with the Texas Department of State Health Services in June 2008. The Texas Department of State Health Services has issued her license and she is now a certified code enforcement officer. She will continue training in areas that are more complex and has begun handling her own code enforcement cases. Her primary focus will be in educating the public on code enforcement issues and seeking voluntary resolutions to code violations.

## ***Public Works Employees Receive GPS Training***

Global Positioning System training was provided by the Trimble GPS dealer at Western Data Systems Inc. Nalda Zepeda, Alan Barrette, Frank Nee, Sam Pearson and Chase Parker participated in the training, which was a hands-on approach with the City of Hutto employees collecting data in the parking lot at the Austin location. Public Works employees have been working with Nalda Zepeda on creating a data dictionary of the items that are most needed which include waterline valves, fire hydrants and wastewater manholes. Alan Barrette and Nalda Zepeda have collected data from a subdivision and started with the waterline valves. They discovered that it will take more effort to get accurate locations on the valves due to the amount of valve boxes in and along the sidewalks. We will eventually train all of the Public Works employees with the GPS unit and collect the positions accurately.

## ***Public Works Employees Complete Supervisory Training***

James Devereaux Utility Superintendent and Donnie Kaase Street and Drainage Superintendent Attended a Supervisor training class held at the Texas State University at Round Rock given by North Texas Municipal Alliance. This was an in-depth training covering all aspects of supervising employees, to honing skills in behavior and attitudes and self improvement skills as well. The course duration was from June 2007 to June 2008 with a 4 hour average classroom time twice a month.

## ***Numerous Training for Public Works Staff***

Public Works employees attended numerous training classes throughout the year including classes in Sexual Harassment, Employment Law, Confined Space Entry, Work Zone Traffic Control, Municipal Vehicle Operations, and Flaggers in Work Zones.

Frank Kee, Sam Pearson and Daniel Robles attended a 16 hour trench rescue course in April 2008 in Round Rock. . The course was unique as it was taught students techniques

used in rescuing a victim who has been in a collapsed trench and may be partially buried or coved with dirt. Typically this course is just taught to firefighters. During a trench rescue both firefighters and utility personnel work together to rescue a victim. It has been found that one group alone cannot successfully rescue a victim. Involving both parties makes for a more successful rescue. This training was valuable for our employees and will be a continued priority with the major construction going on in our community.

Sam Pearson and Frank Kee took the test to receive their class C Water Distribution license and successfully passed the exam. Sam worked extra hard by taking classes online and off site. Typically one must work for two years before being eligible to test for your C water license. Sam took the initiative and the extra classes needed to be eligible to test for the C license.

Daniel Robles a highly motivated street department employee attended basic water 3 day course. After the course Daniel tested for his D Water Distribution license and successfully passed the test. Daniel is the first street department employee to have passed the exam.



**Grants**

# GRANTS

## ***City Awarded STEP Grant***

In early 2007, the City of Hutto's Police Department submitted a proposal to the Texas Department of Transportation (TxDOT) for a grant to increase traffic safety in the City. In August of 2007, TxDOT notified the City of Hutto that their grant proposal for a Selective Traffic Enforcement Program (STEP) was approved. The City will receive just under \$20,000 to pay officers overtime for extra traffic safety enforcement.

The grant provided funds for the City of Hutto Police Officers to work an estimated 402 hours of overtime enforcement. Starting in December 2007, Hutto Officers "STEPPED" up enforcement by searching for impaired and drunk drivers and speeders while issuing citations to drivers running stop signs and or red lights.

This federally funded program also included an educational program and media campaign to encourage voluntary compliance with all traffic laws. Those that choose to break the traffic laws will experience the City's Zero Tolerance Policy during this funded STEP enforcement. The Hutto Police Department believes that this program saved lives.

## ***Grant Application Recommended for Funding***

The City of Hutto's grant applications for a Household Hazardous Waste voucher program (\$34,400) and Recycling Trailers and Education (\$17,800) were both

recommended for funding by CAPCOG's Solid Waste Advisory Committee. These projects will be funded upon the approval of the CAPCOG executive committee and the TCEQ. Appeals on the projects may be made on the projects, based upon a specific, identified error of the SWAC and not on factors that allow discretion by the SWAC members.

If finalized by the TCEQ and CAPCOG executive committee, we expect to have the grant agreements finalized by the end of September and will work to implement the programs by the end of the calendar year.

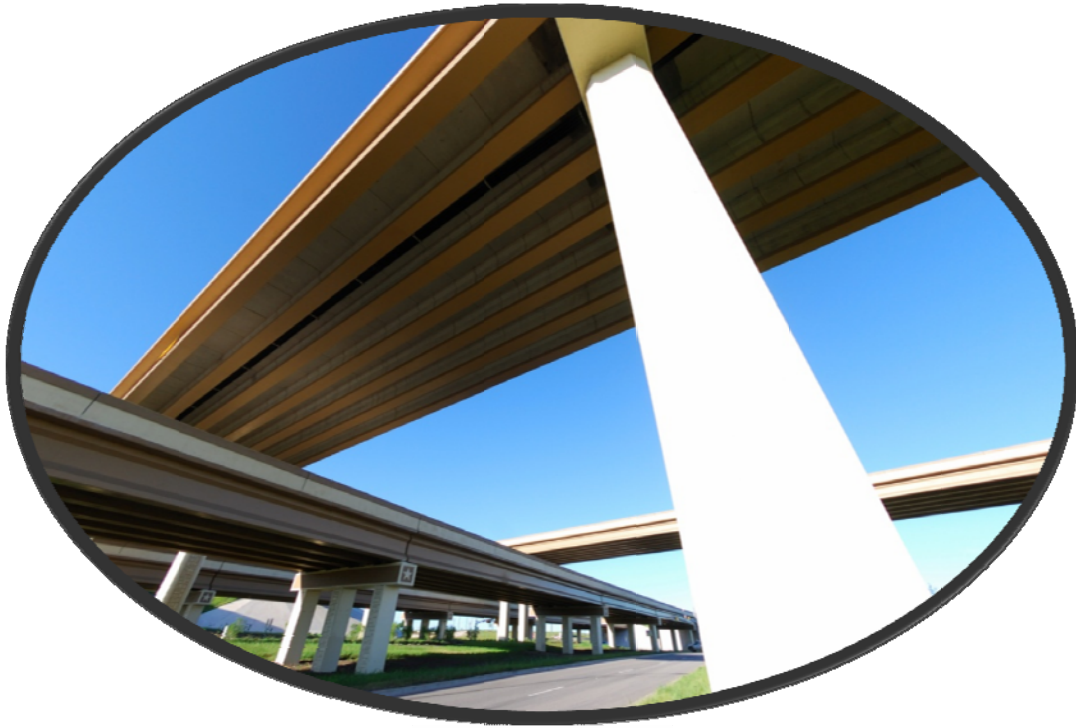
## ***Parkland Development Grant Funding Awarded***

In July 2007 the Hutto City Council approved a resolution to apply for grant funds totaling more than \$400,000 from the Texas Parks and Wildlife Department to develop city owned parkland known as Hutto Lake, a 36 acre tract of land. On Thursday, January 24 the Texas Parks & Wildlife Board of Commissioners approved the awarding of these grant funds to Hutto. The \$400,000 grant will be used towards development of the parkland to be used as a passive use park with multiple activity locations, interpretive areas, wildflowers and bird watching areas and trail. The City will now match this with an additional

\$400,000 towards the project. This amount as well as additional funds for restrooms and parking lot features will more than likely be placed in a bond election for citizens to approve in the upcoming budget year.

The development of Hutto Lake will enable the Parks & Recreation department to expand its park system with amenities that are not in any of the current city parks. In addition to the grant application, local developer Rick Jenkins with HM456 Development has pledged to donate additional land for trails that will connect The Hutto park site to both Park at Brushy Creek and the Riverwalk subdivisions.

Hutto Parks & Recreation Director Mike Hemker stated the development of the Hutto Lake property was a top priority item in the adopted Parks, Recreation, Open Space and Trails Master Plan, which was adopted by City Council In January of 2007. The proposed project will expand the existing park and trail system by a total of more than an additional seventy acres.



**Innovations**

# INNOVATIONS

## ***CD Develops Project Coordination Process***

A Project Coordination Retreat was conducted in August of 2007. Staff members from all city departments as well as Dan Hejl and Chien Lee of Hejl, Lee & Associates held an all-day retreat in Georgetown to discuss a development project coordination process. The development process was outlined and each participant's role was defined. The process has greatly improved communication and work flow.

## ***Implementation of New Financial Software***

In early 2007, the City solicited proposals for financial software. The Hutto City Council approved the execution of a contract with ACS Government Systems for software applications and maintenance at its meeting on April 16, 2007. The contract included software for work orders, building permits, code enforcement, citizen tracking, central cash collection, utility billing, as well as the basic financial applications. ACS Government Systems/Springbrook was selected due to the ease of use, the technology and the ability of the software to meet the needs of multiple departments. The City is investing in new software to better serve its citizens.

Beginning in late September of 2007, the City of Hutto's Finance Department began the software conversion process with ACS Government Systems/Springbrook. The conversion process took approximately three months.



## ***Police Department ~ Security Innovations***

In September of 2006, the Hutto Police Department started the initial process of becoming a member of the Texas Department of Public Safety Texas Law Enforcement Telecommunications System (TLETS). On September 26, 2007 the Hutto Police Department received a letter from DPS that their submitted Criminal Justice Information Services security plan had been approved.

This system allows Hutto police officers in the office and field to send and receive messages from law enforcements agencies across the US, Canada and US territories. With this new system in place, Hutto officers will have that ability to check for wanted persons and stolen property, send and receive "Be on the look out (Bolo's)" and as well as many other law enforcement related features.

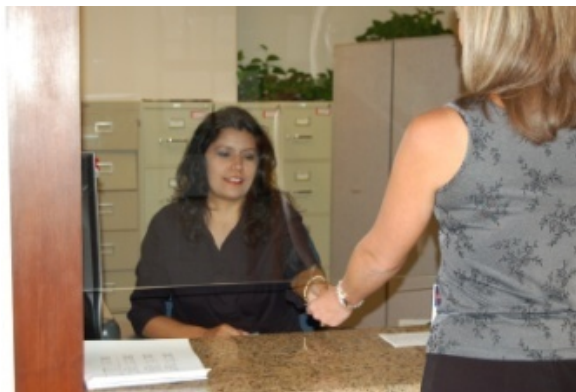
The approval and installation of TLETS has been a major step in the police department's goal of operating their own communications center. This accomplishment is the combined efforts of

the Hutto Police Department, the Department's records management contractor, Executive Information Services and the City of Hutto's award winning IT Department.

### ***Credit Card and Website Payments Available for Customers***

The City offered a new option for customers this year, through accepting credit/debit card payments both for in person and website payments. These options allow customers an alternative to cash and check payments. In-person credit card payments are available in the City's Utility Billing office, Municipal Court and Parks office. Website payments are available for all utility customers and certain municipal court customers 24 hours a day, seven days a week.

Utility and Court customers may pay access website payments through the City's website at [www.huttotx.gov](http://www.huttotx.gov).



### ***Public Works Begins Use of Global Positioning System***

In May the Public Works Department purchased a TRIMBLE GOTX Global Positioning System. After the unit arrived training classes were set up for Public Works staff through GIS Coordinator Nalda Zepeda. Staff in Community Development and Public Works Departments are very excited about this new piece of equipment as this technology will allow staff to collect information on the exact location of the city's infrastructure i.e. utility lines, manholes, valves, storm sewer, meter boxes, fire hydrants. This information will then be sent to our GIS coordinator. The information will help in building accurate utility maps as well as help in analyzing and tracking issues in the city's system such as water line breaks and sewer repairs. The City's plan is to use the construction inspector in gathering data on new projects. Having this information in the future will save the City time and money because infrastructure location will be exact and city workers will not have to go searching for it.

### ***Automated Meter Reading Project Completed***

Public Works and Finance partnered to implement new technology to electronically collect water meter data through a fixed point wireless network. The new process allows for a timelier and accurate method of collecting customer utility usage data, as it eliminates the time for employees to manually read at each meter location and enter water meter information to the central billing system.

This new process, finalized in 2007, can provide the utility office customer reports on usage at four intervals per day, allowing

the customer to identify leaks and usage patterns, such as automated sprinkler system settings, to better control their consumption. The process also allowed utility billing to separate the City into four cycles for billing to provide a more balanced workload to improve customer service.

### ***Red Light Camera Safety Program***

The Hutto City Council, at their June 19 meeting, passed the second reading of the photographic traffic enforcement ordinance known as Red Light Cameras. A recent study performed by American Traffic Solutions determined that red light cameras would be beneficial for the safety, health, and welfare of those travelling through the City due to an increase in vehicles running red lights. The Federal Highway Administration reports that red light camera safety programs in other cities have reduced vehicle accidents between 40 and 90 percent.

American Traffic Solutions has recommended that red light cameras be placed at the following intersections:

Eastbound Highway 79 and Exchange Boulevard

Westbound Highway 79 and Exchange Boulevard and

Westbound Highway 79 and north FM 1660.

These intersections will be clearly marked as having red light cameras once the cameras are installed. The safety cameras only photograph a vehicle if it enters the intersection after the light has turned red. Vehicles that enter an intersection on a yellow light are not photographed even if they are still in the intersection when the light changes to red.

### ***Audio Recordings of City Council Meetings***

The City Secretary's office worked with the Information Technology Department to provide audio recordings, of City Council meetings, on an internal public drive for the convenience of review by city departments and the City Council. This innovation was accomplished on a limited budget and with creative vision.

### ***Small Screen Device Website***

Information is useless if it can't be located when it is needed. So in an effort to make information more available the City implemented a small screen friendly website. The goal is to allow smaller devices such as phones and other handheld's to access website resources effectively.

Fully functional websites are often slow and do not display correctly on small screen devices. Information can also be hard to find because there is so much of it. So to have an effective small screen site it has to be targeted to its users. On the City's small screen site we put upcoming events, news items, links and contact info. The City will periodically evaluate its usage and adjust the information accordingly

The Small Screen Site may be accessed from any of the following URL's.

<http://www.HuttoTX.gov/M>

<http://www.HuttoTX.gov/Mobile>

<http://Mobile.HuttoTX.gov>

### ***City of Hutto Offers Hutto Highlights Electronic Newsletter Service***

In August 2007, the City of Hutto began offering an electronic newsletter service. The newsletter, titled Hutto Highlights, offers a means of keeping up-to-date with current news and special events sponsored by the City of Hutto. The newsletter is distributed each Monday. Within one year, the newsletter subscribers total over 300.

### ***Public Works Implements Savings Program***

Recently the Public Works Department has been using Williamson County adult probation community service workers to clean up Hutto's trash and debris and various other related projects. In five short weeks, this crew collected 180 bags of trash out of the City's roadways and ditch lines. They have also cut and hauled off 30 cubic yards of tree branches from Brooke St. detention pond, Doc King Alley, and Carl Stern Duck Pond.



# **Planning For Our Future**

# Planning For Our Future



## ***Council Creates Strategic Map***

The Hutto City Council began a journey in August of 2007 that defined the direction for our community during the next twenty to twenty-five years. By the year 2030, the population for the city of Hutto is expected to be approximately 60,000. The City Council began asking themselves, “what do we expect Hutto to look like at that time and how do we get there?” The Council drafted a **“Strategic Map”** that will provide a direction to ensure a quality community for us and our children.

This Strategic Map will not only provide a vision of Hutto for 2030, but provides a daily focus of the Council’s mission and community values. The foundation for the Strategic Map was the Council’s policies on the issues and concerns that face our community. The Council took steps during the past year to develop policies that influence the City’s actions on issues such as water supply and economic development.

This Strategic Map incorporated these policies increasing the basis for our City’s future direction. The final product of their effort on the Strategic Map is, as one of our Council described, “a picture of Hutto in 2030 that you would hang on your living

room wall.” By planning together today, we will provide a better community for our children tomorrow.



## ***City Conducts Co-Op Charrette***

The Co-Op Charrette was an exercise brought about in order to set common goals for the site through long-term visions for the community. The Charrette was facilitated by ERO International, Gateway Planning Group and the Community Development Department. Prior to the Charrette, ERO held one on one interviews with City Council to capture the vision of each member. With the separate visions and ideas from City Council, ERO placed them into three plans for the site.

The Charrette was a one-day event with members from City Council, Planning and Zoning Commission, Historic Preservation Commission, Economic Development Corporation Board, Chamber of Commerce, Parks Advisory Board and city staff participating. The Charrette started out with a presentation containing some urban design principals and images demonstrating the intent of the principals. Doing the presentation with the group created a simulation of ideas and realizations of

places they like and what they like about particular places. The group was divided up into four groups with a city planner or architect at each table. The groups then developed their own plans for the site based off the three plans that City Council originally created. The ideas and creativity of the groups started flowing after they were given the opportunity to interact with each other and a planner.

After the groups met and came up with their ideas, they presented the plans to the other groups. Then collaboratively the group decided what elements of the plans should be carried forward into future renditions of the plan. A consensus was reached with certain elements of the plan to be carried forward. The plans are now being placed into an overall master plan for the Co-Op property.

### ***City Approves Parkland Dedication Ordinance Revisions***

In August of 2007, the City Council approved the revisions to the parkland dedication section of the Subdivision Ordinance. The revised ordinance requires developers to dedicate all flood plain as parkland. Also additional acreage outside of the flood plain must be dedicated to meet parkland dedication requirements for new residential development. In preparation for multi-family residential development, the standard of one (1) acre of parkland per every fifty (50) dwelling units will be the standard. These requirements may be met by paying “in lieu of” fees should developers not be able to meet the standards.

Another new component of this ordinance is developers will be charged a fee for each

non-residential development that occurs. The \$800 per acre fee will be allocated to the parkland development fund as a non-residential contribution to the overall Hutto community.

Parks and Recreation Director Mike Hemker stated that the revised ordinance prepares the City with a method to develop land for Hutto’s future generations. The development fee is just one of several funding mechanisms the City uses to acquire and develop City parkland. Other methods include bond elections, matching grants, donations and specific use of sales tax known as 4B sales tax funding. No one method can be used alone. Each method plays a role in the development of current and future parkland. Studies have shown that increased green spaces, parkland and trail connectivity to business centers, schools and parks and recreation facilities not only increase housing values but also increases a more livable and sustainable community for all to enjoy.

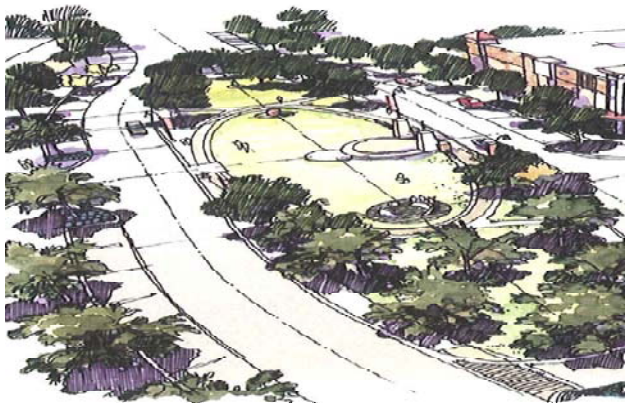
### ***City Annexed 127.077 Acres into City Limits***

In August of 2007, the City Council voted to extended the city’s limits by 127.077 acres. This voluntary annexation, located north of US 79 and east of Fritz Park, expanded the potential commercial development within the corporate boundaries. It is the future site for mixed use development (pending appropriate zoning) and may include day care, single-family residential, retail, apartments, condominiums, office, medical, and nursing home/assisted living facilities. This property was annexed as B-2 (General Commercial) Zoning District, with future

plans for a zoning change request for Planned Unit Development (PUD).

### ***Hutto City Council Moves Forward With Developer***

In October of 2007, the developing partners for The Crossings of Carmel Creek, Atlantic Coast Developers, LLC and Glenmont Capital Management, LLC, announced the approval of the Planned Unit Development, (PUD) and that they and the City of Hutto, Texas, entered into an economic development agreement with incentives valued at nearly \$44 million.



#### **THE CROSSINGS OF CARMEL CREEK**

The Chapter 380 Economic Development Agreement is between the City of Hutto and ACD-GREP II Hutto Real Estate, LLC. The 466-acre site at the intersection of SH-130 and US-79 bordered by FM 685 will include the extension of Carl Stern Drive to be completed in stages with the first phase finishing in 2011. It calls for two pedestrian bridges over Carmel Creek, again in several phases, as well as an amphitheatre with seating for approximately 750 to be built by 2012.

An additional element that is required in the guidelines is a circular or semi-circular

open space within a low-speed street intersection to accommodate pedestrian activity. This area serves as a landmark for the development that may include some of the following attributes: water fountains, shaded structures, seating, trees, lawn and landscaping.

Public plazas, enhanced sidewalks, landscaping, streetscaping, a wet pond, pedestrian trails throughout and green initiatives (at least 80% of the plant materials proposed for use within the PUD shall be selected from the plants that are native, locally adapted and naturalized Central Texas plants that reduce the water, fertilizer and pesticide needs) are included in the overall agreement with the City.

“After months and endless hours of hard work, we can thank the Hutto City Council, Mayor, City Manager, and the City staff for approving this package which will guarantee a positive impact for the entire community,” says Sulzbacher.

The City will reimburse the developers 25 percent of the City’s sales tax revenue generated on the site for 20 years. Thirty percent of the City’s hotel occupancy tax generated on the site for 20 years will be reimbursed and used for the amphitheatre and event promotion.

“The developer’s estimated \$197.2 million worth of property value created on Carmel Creek will generate nearly \$17 million in property taxes over the next 20 years. The cooperation between the developer and the City of Hutto will vastly enhance our growing community and contribute to the long-term planning for this central Texas area,” Broussard claims.

The agreement contains terms, deadlines and a 10-year benchmark that must be met by the Developer. If these benchmarks are not met, the City has the option to terminate the agreement.

Matthew Lewis, Director of Community Development, reports that this is a mutually beneficial situation for the City as well as the development team. "We have been working in conjunction to create the most intriguing, diverse mixed-use development that includes retail, office, hotels, entertainment, multi-family residential, medical, commercial and a component for civic use," Lewis comments. "Adding the amphitheatre to the package solidifies the developer's commitment to making this an energetic center for our community."

The Planned Unit Development (PUD) approval coupled with the incentive package approval last fall, allows for forward progress to begin on finalizing overall concept and site plans. The PUD will allow an estimated 1.45 million square feet of quality retail and entertainment space in addition to the remaining mixed-use components. It has also been designated as a potential future transit site due to its proximity to the rail line. Construction for this all encompassing setting is anticipated to begin in 2008.

### ***City Issues Certificates of Obligation***

The \$7.7 million Certificates of Obligation funded capital projects for the 2007-08 Fiscal Year. \$3.55 million was used to construct the Northwest Water Storage Tank located at the corner of Ed Schmidt

Boulevard and County Road 164. The 1.0 million gallon elevated storage tank and 1.0 million gallon ground storage tank will improve pressure and encourage development of the area and along SH 130. The issuance also includes \$2.86 million to purchase approximately 120 acres for the South Wastewater Treatment Plant. The new treatment plant will ensure sufficient wastewater treatment capacity for the community.

Non-utility projects make up approximately \$1.3 million of the debt issuance. This funding will be used in partnership with Williamson County to extend Carl Stern Boulevard 1,300 linear feet in the southeastern quadrant of the City. A portion of the debt issuance will be used to construct sidewalks within the City and for the completion of the Cottonwood Trail Phase II, which will enhance pedestrian mobility and accessibility to schools within the community. The trail project will be completed with debt funding and also a Transportation Equity Act 21 grant administered through the Texas Department of Transportation.

The remaining \$420,000 of the debt issuance will be used for Park improvements. \$50,000 will be used for improvements to the Park Street Ballfields, and \$20,000 will be used for design and site preparation of the 25 acre sports complex (including soccer fields) located north of Hutto. Funding has also been set aside to purchase parkland that will provide citizens with numerous outdoor opportunities and preserve a piece of Hutto's natural beauty.



### ***U.S. Mayors Climate Protection Agreement***

On December 20, 2007, the Hutto City Council unanimously passed the U.S. Mayors Climate Protection Agreement, a resolution for cities to strive to meet the goals set by the Kyoto Protocol to address climate disruption by leadership and action. This document, by signature of Mayor Love, is an endorsement in support of the Kyoto Protocol. The Kyoto Protocol is an international agreement to address climate disruption.

On February 16, 2005, 141 nations signed the Kyoto Protocol. The U.S. refused to sign, but that day Seattle Mayor Greg Nickels created the U.S. Mayors Climate Protection Agreement for cities to strive to meet the goals set by the Kyoto Protocol leadership and action. Since then, hundreds of U.S. mayors have signed the Mayors Agreement. Hutto became the twentieth city in Texas and 755<sup>th</sup> city overall to sign on.

Under the Agreement, participating cities commit to take the following actions:

- Strive to meet or beat the Kyoto Protocol targets in their own communities, through actions ranging from anti-sprawl land-use policies to urban forest restoration projects to public information campaigns;
- Urge their state governments, and the federal government, to enact policies and programs to meet or beat the greenhouse gas emission reduction target suggested for the United States in the Kyoto Protocol -- 7% reduction from 1990 levels by 2012; and
- Urge the U.S. Congress to pass the bipartisan greenhouse gas reduction legislation, which would establish a national emission trading system.

This is not a legally binding document. By signing the Agreement, the City of Hutto simply agrees to do its part in reducing global warming pollution and help educate the public on the subject. A complete list of agreement items or a copy of Resolution No. 2007-083-00 may be obtained by calling Planner Will Guerin at 759-5961. Will Guerin presented this item to the Council, stating that although the City of Hutto is encouragingly already doing many of the items as suggested in the resolution; it will set the City's goals higher in reducing global warming pollution.

### ***Alternative Transportation***

This past March, the Community Development Department's Planning staff attended the Envision Central Texas Alternative Transportation Seminar sponsored by Envision Central Texas. The seminar discussed planning for modes of transportation other than the automobile,

including commuter rail, light rail, rapid bus system, bicycling, and walking. Presentations included an update on the proposed Austin-San Antonio commuter rail, the Austin-Leander rail line, the Mueller Re-Development in Austin, trail connectivity in Round Rock, bike lanes, and more. The plan is to have Hutto become more pedestrian/bicycle-friendly, while one day a commuter rail and bus system may each have stops in Hutto. Planners from all over the Central Texas region attended and participated in this engaging seminar held at the Austin North Marriott in Round Rock.



### ***Keep Hutto Beautiful***

Volunteers came out in April to help beautify Fritz Park and Country Estates Park. Breakfast and drinks were served to the volunteers.

### ***Council Works with Other Cities to Lower Atmos Gas Rates***

This past spring Hutto City Council joined Atmos Texas Municipalities (ATM), an organization made up of cities served by Atmos Energy Corp. As a member of the organization, the City receives up-to-date information regarding Atmos and also became part of a coalition of 48 ATM cities

to deny the rate increase requested by Atmos.

Representatives of ATM and Atmos Energy Corp. recently reached a settlement agreement regarding the rate increase requested by Atmos. The City Council voted to accept the agreement during the City Council Meeting on February 19, 2007. The agreement gives Atmos only \$10 million in additional revenue instead of the \$51.9 million requested. The settlement implements a new Rate Review Mechanism (RRM) to review and annually adjust rates based on operating and maintenance expenses, depreciation expense, other taxes, capital investment, and revenues. Non-operating costs such as travel and meals incurred by Atmos will not be included in the Rate Review Mechanism.

As a result of the settlement, Atmos will reduce the customer charge per bill from \$10.69 per month to \$7.00 per month and increase the volumetric portion of the rate. This will ensure that the price customers pay is based on actual usage.

### ***Capital Improvements Plan***

On May 15, the City Council and Planning and Zoning Commission were presented a draft of the 2009 – 2013 Capital Improvements Plan (CIP). The CIP is a document that outlines major capital projects for the City related to infrastructure including Water, Wastewater, Streets and Drainage, Parks, and Municipal Facilities. The five year planning document is updated annually based on growth projections, trends, and operational data.

This year, the City added a ten-year utilities section to the CIP to better plan for water and wastewater infrastructure. As Hutto develops, the City must provide utility services to new development. The ten-year CIP will enable staff to have a better understanding of new projects needed for development and to better analyze the impact of the new service on financial resources and on operations.



### ***City Announces Contract Award for FM 1660 South Water Main Line***

In May, the City Council authorized the Mayor to award and execute a contract with Cash Construction for the installation of approximately 7,000 L.F. of 16" water line. Ten proposals were submitted at the bid opening at City Hall on May 1. Hejl Lee and Associates, City Engineers, reviewed the proposals, checked references, credentials and performance of the contractors submitting their bids before making their recommendation to City Staff. Cash Construction submitted the lowest and best proposal for the amount of \$475,686.50. The original cost estimate came in at \$730,000; this is a \$254,313.50 savings for the City less \$80,000 previously

paid to another vendor with TXDOT for the installation of casing pipes for roadway construction.

This new water line will run along existing FM 1660 South from Carl Stern Blvd. to the new Farley Middle School. At present no water line exists to service this area. With the opening of Farley Middle School in August 2008, this project is high priority. Future plans in the vicinity include the possibility of Shiloh Development.

### ***Downtown Master Plan Kicked- Off***

On Tuesday, July 8, 2008, ERO International arrived at Mario's Restaurant to meet with staff, kicking off the Downtown Master Plan. Representatives from ERO and Community Development staff met over breakfast at Mario's, and afterwards toured Old Town Hutto. The group then met back at city hall to be joined by Scott Polikov and Jayashree Narayana of Gateway Planning Group, Jon Hockenyos of TXP, Anna Martin of HDR/WHM, and Dan Hejl- City Engineer. The scope of work was reviewed, the project timeline was discussed, and coordination and public input efforts were discussed. The downtown plan will be a holistic, inclusive study involving citizens, business owners, city staff, City Council, Historic Preservation Commission, Planning & Zoning Commission and other city commissions, and consultants that include architects, planners, urban designers, engineers, market analysts and more. Transportation options were also discussed. Parking, for instance, will be a main priority. There will be parking added to the downtown district, including on-street

parking along both sides of Farley Street and a possible large parking structure at the

Co-Op site. TXDot wishes to give FM 1660 North to the City of Hutto. If the City accepts the road, traffic speeds will be slowed down to create a safer environment for those living and working nearby. Street-scaping Farley Street to include on-street parking and sidewalks will create a safer pedestrian environment and connectivity between East Street and the Co-Op. A long term transportation goal is to better connect north and south Hutto. The City wishes to work with TXDot to slow down traffic on Highway 79 and implement safe pedestrian crossings. A lot-by-lot land use inventory has been compiled to help with the master plan.



### ***Downtown Hutto Master Plan: Visioning Workshop***

The City of Hutto hosted a “Visioning Workshop” on August 26<sup>th</sup> at 7:00 p.m. at the Hutto Middle School. The workshop focused on obtaining community input in the development of the long-awaited Downtown Master Plan for Old Town (the 1911 Incorporated Area). This initial workshop, which set the framework and began the central ideas for the creation of the plan, will be followed by two future workshops ~ one in October and November, which will continue the vision process.

The City sought participation from the community to be a part of creating the vision for the downtown. Those involved included citizens, members of City Council, City staff, various commissions such as the Historic Preservation Commission, business and property owners, representatives from ERO International and Gateway Planning Group and more. Community input was important in creating “the vision”.

### ***Comprehensive Plan Land Use Map Amended***

Several areas surrounding the intersection of Limmer Loop and FM 1660 N. were amended on the Growth Guidance Plan Land Use Map from Mid-Density Residential to Mixed-Use Retail. This includes the North Town Commons development as well as the Davenport and Olander annexation areas.

### ***Plats***

This was a very busy year for plats. Despite only reviewing one concept plan and four preliminary plans, the Planning Division reviewed ten final plats ~ fairly balanced between residential and commercial interests. Highlights included the Parkside Concept Plan, a proposal for a 122-acre mixed use medical/office condo/residential subdivision north of US 79 and east of Cottonwood Creek; Creek Bend II Preliminary Plan, the extension of the Creek Bend subdivision that worked through issues related to plat expiration and drainage problems along their massive drainage easement; the North Town Commons PUD Preliminary Plan, a new industrial area on the north side of the City;

Riverwalk Phase 2 Sections 2A and 2B Final Plats, extending Riverwalk Subdivision south and providing an additional connection point to Lakeside Estates; and the I&GN RR Addition Amended Final Plat, creating a space for a new Wag-A-Bag next to the Co-Op Property.

### ***GIS Division***

The GIS (Geographic Information System) Division spent this past year developing and maintaining the GIS layers that help to assist staff in every day planning. The GIS Coordinator has created approximately 45 layers, which consist of city limits, water/waste water lines, side walks, roadways, parcels, gate valves, ETJ boundaries, growth boundaries, etc. The data is constantly being updated. New layers that are to be developed in the near future include light poles, parks boundaries, etc.



### ***Brushy Creek South Waste Water Treatment Plant Becoming A Reality***

This past year, the City in partnership with the Lower Colorado River Authority (LCRA) and Brazos River Authority (BRA), reached many significant milestones towards completion of Brushy Creek South Wastewater Treatment Plant.

CDM Consulting Engineers produced a Preliminary Engineering Report which gave an overview of the systems and processes that will be used to treat wastewater in the new plant. CDM also completed a draft permit application for review. We anticipate the final permit application will be submitted to the Texas Commission on Environmental Quality (TCEQ) in late August or early September.

In June, the City of Hutto purchased the Saul property, 154 acres located on FM 1660 south for the plant site. The property has the possibility of sustaining soccer fields, maintenance facilities for a city department, as well as the wastewater treatment plant. Currently there is a home located on the front of the property. An option for the home would be to renovate it and turn it into a day rental facility for weddings, social gatherings and meeting space. The plant is still on schedule for a completion date of fall 2011.

### ***Public Works Updates Construction Standards***

City Engineer Matt Bushak, Scot Stromsness, Jim Devereaux and Alan Barrette have begun the process of updating the City's construction details and standards. Auto Cad software has been purchased allowing any necessary changes

to the construction standards. These updates and changes are necessary to ensure quality construction for not only the Capitol Improvement Projects but the normal construction development. Currently the City has a mix of standards coming from Austin, Round Rock and Georgetown. Some of these standards are titled City of Hutto but many are not. Using other cities standards is a common thing

allowing cities the opportunity to not have to reinvent the wheel. Updating the City's standards will make it better for members of the development and construction community as well as City staff ensuring the City has a common look and quality construction in all our subdivisions.



**PROGRESS**

## PROGRESS



### ***Street Restoration Project***

In August 2007, the City of Hutto began a pavement restoration project. Contractor 4B Paving, Inc. used Micro Surface and began by sealing the cracks in Country Estates Subdivision. Micro Surface, a compound made up of rock, emulsion and Portland, seals the street causing the base of the road to be protected from water damage. The surface remains protected from weathering, extending the service life of the roadway and reduces costly repairs and repaving.

The paving portion of the project was contracted to Viking Construction. The streets that received the resurfacing included Grant Cove, Emma Lynn Lane, Warner Bend, Helen Cove, and Ryan Cove. Project work continued on Janis Mae Drive, Erin Cove, and Paige Bend. Also receiving resurfacing was Warner Bend, Brock Cove, Bennett Cove, North Pauley Drive, Kaki Cove and Edison Drive.



### ***City Welcomed New EDC Executive Director***

In September 2007, the City of Hutto welcomed the new Hutto Economic Development Executive Director, **Scott Martinez**. "We are excited to bring Scott's experience in the economic development profession to Hutto. Scott has very impressive credentials and is highly regarded in the economic development arena in Texas," said Hutto EDC Board President Mario Perez.

Originally from Laurel, Mississippi, Scott's last position was as Bureau Manager for the Mississippi Development Authority in Jackson, MS where he worked in the Global Business and Disaster Recovery divisions of the agency. Even though he is from Mississippi, Scott has intimate knowledge of the Hutto and Williamson County area having previously served as Vice President/Economic Development for the Round Rock Chamber of Commerce. There he was responsible for developing and implementing Round Rock's economic development program that resulted in the attraction and expansion of many large businesses including IKEA and Accretech.



### ***Lowe's Home Improvement Store Opens in Hutto***

A Ribbon Cutting Ceremony for Lowe's Home Improvement Store, located at 201 Ed Schmidt Blvd (CR 119), was September 27, 2007. Mayor Pro-Tem Debbie Holland was asked to speak at the Grand Opening.



### ***Hutto City Council Appoints Florence Winkler to Williamson County and Cities Health District***

Last October the City of Hutto joined Williamson County and the Cities of Round Rock, Leander, Cedar Park, and Taylor as a member of the Williamson County and Cities Health District. Hutto joined at the same time as the City of Liberty Hill, and

jointly the two governing bodies agreed to allow the Hutto City Council to select the individual who would represent the two cities as a board member. The Hutto City Council selected Mrs. Florence Winkler to serve as the two communities' representative.

Ms. Winkler is a former Council member for the City of Hutto. Her extensive career in the medical field and social work as both a registered nurse and missionary made her the ideal delegate.

### ***Local Preference Option for Purchasing***

In September, Council approved changes to the Fiscal and Budgetary Policy to include a local preference option for purchasing. In accordance with Chapter 271.9051 of the Local Government Code, the City Council may choose to award a competitive bid to a bidder whose principal place of business is in the City limits, provided that this bid is within 5% of the lowest bid price received from the lowest bidder whose business is not within the City limits. The determination that the local bidder offers the City the best combination of contract price and additional local economic development opportunities will be made in writing. Council supported the local preference option for purchasing and believes it will encourage local vendors to competitively bid on City projects.



### ***City of Hutto Calendar and Popular Report***

The coordination of information from the various City departments and the layout for a calendar with City of Hutto information was completed for the City's first effort at preparing a "popular" annual report for citizens. This report was designed to provide citizens with an overview of the City's operational and financial information in an easy to read format. This year's PAFR (Popular Annual Financial Report) was designed to be a fun, sports-themed calendar that can serve as a useful reference for citizens throughout the upcoming year. Detailed information about the various City initiatives for the year is included throughout the calendar, while the summary of financial information is located after the calendar pages. Budget Analyst Micah Grau served as the project coordinator for this project, with support from Tim Howell as the official "photographer".

### ***Pictometry Project***

The City of Hutto participated with Williamson County and surrounding cities in

the 2008-2009 Pictometry aerial photo project.

### ***Who is Pictometry?***

They are the world leader in digital, oblique aerial imaging. Their images have helped entities such as homeland security, public safety agencies, and emergency agencies. They have provided their services for about 100 counties worldwide and have worked with the cities of Atlanta, Boston, Los Angeles, New York City, San Francisco, and Washington D.C.

### ***Why is data needed?***

With the City's growth the need to have updated imagery is important. The aerial images will be used to better aid the City of Hutto GIS Division and City of Hutto staff in their daily assignments. We will have the capability of viewing property, buildings, highways and other features.

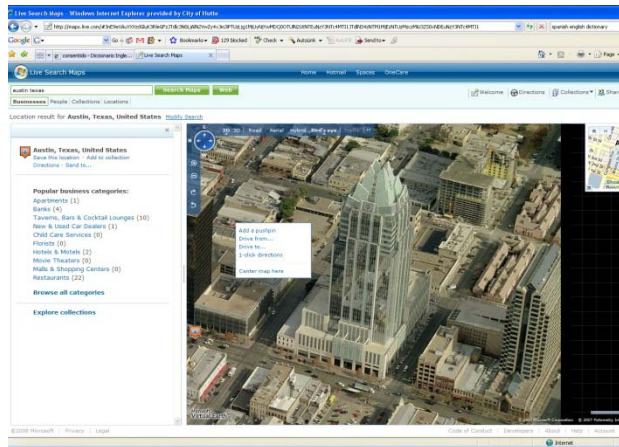
### ***What do we get?***

Aerial photos: Traditional orthogonal (top-down) view, up to 4 oblique (angle) views of each area (2 views in rural areas, 4 views in more built up areas).

Software: Unlimited licenses for the City of Hutto desktop (staff) and mobile versions (Police, Fire, Public Works Departments).

Disaster Flight: IF there is a disaster affecting our area, Pictometry will re-fly for free following the disaster.

Two-year contract: Total price for the City of Hutto was \$5,016 of which \$2,508 will be paid within the next two years.



## ***Council Adopts Revised Youth Curfew***

As a method of crime reduction among teenagers, numerous cities across the country have enacted curfew laws over the past 10 years. In March of 2005, the Hutto City Council adopted the city's first Youth Curfew Ordinance. On March 6, 2008, the Hutto City Council approved revising and updating the current curfew ordinance. The newly revised ordinance sets the time back one hour from the previous ordinance. Teens under the age of 17 unaccompanied by a parent will now have to be home by 11:00 p.m. on Sundays through Thursdays and midnight on Friday and Saturday nights.

In an extended study, cities surveyed show that those cities with a curfew were associated with a 23% reduction in fatal and nonfatal motor vehicle injuries involving teenagers of the curfew age. This finding suggests that attempts to prevent late-night nonproductive street presence among teens can decrease the incidence of trauma occurrences.

Additionally, enacted curfews keeps youth (ages 12 – 16) from being targeted as

victims of crime. This age of youth has the highest victimization rate in our nation.

## ***The Hutto Mercantile Marketplace***

In the historical setting of old grain silos and a cotton gin, Marketplace Austin has leased 15 acres of city owned land to develop the Hutto Mercantile Marketplace. With the current demand for organic produce, healthy living, and higher gas prices, the farmers market benefits the producers, the consumers, and the city economy as it attracts people to this booming small town on the edge of Austin. With a farmers market in the center of town, visitors to the Hutto Mercantile farmers' market are able to take the entire family to meet the farmers and enjoy the outdoors on a grassy field surrounded by a rich community history. The grand opening was August 9.

## ***Sign Ordinance Review Committee is Established***

A committee was created consisting of seven members from various city commissions to review the current sign ordinance, and to make recommendations for the new sign ordinance, to be included in the UDC.



### ***Hutto Public Library Grand Opening***

On April 4, 2008, Hutto Public Library opened its door to the public. This is the very first library ever established in Hutto with the combined efforts of the City of Hutto and the Library Board, a group of very dedicated citizens led by the Honorable Mayor, Mr. Ken Love. The library is housed in a renovated old fire station building, located on 205 West Street in the Hutto downtown area. Since the doors have opened over one thousand people have become members of the Hutto Public Library within the first three months. This summer reading program had over four hundred readers participate and each Friday's special performer event had between 150-300 visitors. Librarian Yasmeen Jehangir has worked with the Texas State Library and Archives Commission to achieve library accreditation for Hutto and should be achieved by September. The Library has become a very popular stop for citizens and young readers and is an integral part of the Parks and Recreation Department success in 2008.

### ***Sister City Project Became A Reality***

When the Council agreed to move forward with participating in the Sister Cities International program and partnering with Chililabombwe, Zambia in June 2007, many wondered when we may be sending a delegation to discuss the partnership. Nearly a year later the City sent a delegation of three to Chililabombwe. Kyle Sears of Resonate Church, Will Guerin, City Planner and Ed Broussard, City Manager represented the City of Hutto to the Chililabombwe people and meeting representatives of the city, schools, hospitals, churches, and businesses of the community. Kyle Sears worked with officials on the itinerary.

The Chililabombwe sister city project is the result of Mike Fowler and Kyle Sears' determination to find a location where Hutto can help and the fact that they have the world's largest hippo population in the area. The trip originally started with eight representatives from Hutto scheduled to attend, but ended with only three going over.

### ***Unified Development Code Round Table Discussion***

On Tuesday, August 12, the City of Hutto hosted a round table discussion from 8:00 to 10:00 am in the Council Chambers regarding the Unified Development Code (UDC). Several developers, builders and engineers were invited in addition to Scott Martinez of the Hutto EDC, City Council, City department heads, and the Planning & Zoning Commission. Ideas were brought forth regarding development standards and processes in Hutto. The goal was to build a

strong communication between the development community and the City during this exciting process of revamping the development ordinances.

### ***City Council Approves North Town Commons PUD Zoning***

On July 17, the Hutto City Council approved the North Town Commons Planned Unit Development (PUD) zoning. The North Town Commons PUD is a product of collaboration between the City, developer Robert Castle, Jr. and his partners and fellow landowners of the North Town Commons subdivision, a 28.45 acre subdivision at the intersection of Limmer Loop and FM 1660 North, and Mr. Castle's engineer and applicant, Barry Campbell. To address the desires of the owners and the interests of the City, the Development Plan addresses standards for improved landscaping and aesthetics in architecture, fencing/shielding, signage, and access in addition to allowing for increases in density and mixed uses for certain parcels. Precautions and consideration have also been given in regards to noise and pollution levels, as part of the site is adjacent to current and future proposed single-family residential areas.

The Planning and Zoning commission also had input into design standards and recommended some language in the PUD, all of which have been incorporated into the PUD plan with the owner's consent. These changes included adding a maintenance clause for landscaping and fences and clarification of the landscape requirements.



### ***Williamson County EMS Ribbon Cutting and Grand Opening***

Kenny Schnell, Director of the Williamson County EMS announced the August 15 Ribbon Cutting and Grand Opening of an ambulance placement in Hutto. The celebration began at 9:30 a.m. at the John H. Coats Fire Station No. 1 on Exchange Blvd.

"We are pleased to announce the opening of the newest Williamson County EMS Station Medic 43 in Hutto, Texas. This has been made possible by the support of Williamson County Commissioners Court, the City of Hutto, former Chief John Coats, Emergency Services Director John Sneed and the Hutto Fire and Rescue Department," stated Schnell.

With the recent hiring of 11 additional personnel to Williamson County EMS on June 27, they are now fully staffed and able to provide staffing and the placement of an ambulance at the John H. Coats Fire Station Number 1 in Hutto. With 6 full time paramedics, including 1 station Lieutenant, the new EMS facility located at the Fire

Station will be staffed 24/7. The provision of an ambulance in Hutto speaks to the continued commitment to the citizens of Hutto and Williamson County in providing excellent emergency medical services. It was the vision of the late Mr. John H. Coats to go ahead and include facilities in the Fire Station No 1 (named in his honor) to house EMS.

### ***I & GN Railroad Addition Amended Plat***

This final plat consists of 1.357 acres of land, has two commercial lots and is located on US Highway 79 between Short Street and West Street. This is the proposed site for the new Wag-A-Bag convenience store, gas station, and self-serve car wash. The property owner is Nancy N. Rabb Properties LTD.

Lot One of this subdivision has been designated for the Hutto Heritage Foundation to use as a future site for the Almquist-Johnson House and the property owner has committed to donate \$40,000 toward the moving and refurbishment of that house. Additionally, by previous Council action, the City will match up to \$25,000 for the Heritage Foundation for the moving and refurbishment of the house.

Upon recordation of the plat, the applicant will submit site development and building plan applications to the City for review.



### ***City Announces Hoisting of Northwest Water Tank***

The City's new Northwest elevated storage bowl, which is located near the southwest intersection of Ed Schmidt Blvd. and Limmer Loop, brilliantly boasts the City of Hutto logo.

This facility, an integral component of the North Loop 16" water line completed in 2007, is part of the Water and Wastewater CIP for FY 2008. Included in this project is a 1 million gallon ground storage tank and a booster pump station. The tanks and pumping systems will provide the pressure needed to adequately serve existing commercial developments north of US Hwy 79. In addition, the new infrastructure improves the City's ability to provide future water service to the area along SH 130 including the upcoming development, the Crossings of Carmel Creek.

The facility when acquired was adequately sized to include future expansion. The construction of the ground storage tank began in early May with a project completion date the end of October, 2008.

“The benefits from this critical piece of infrastructure not only address the quality of life but will go a long way in improving the economic viability of our community”, stated Matt Bushak, City Engineer and CIP Project Manager.

### ***City Council Approves First Phase of Sidewalk Plan for Country Estates Subdivision***

Country Estates subdivision was identified as the first priority phase for the city-wide sidewalk plan. The goal of the sidewalk plan is to improve pedestrian mobility in Hutto by building sidewalks along roadways that need them, and to repair existing sidewalks that are in poor condition. The planning staff compiled and mapped a complete inventory of sidewalks in the city limits of Hutto. Staff also created a sidewalk priority evaluation criteria, loosely based on that of the Seattle Department of Transportation, which City Council approved in March 2008.

### ***New Hutto Police Officers***

The Hutto Police Department is currently hiring new officers to meet the needs of our growing city. Since October, 2007 the Hutto Police Department is proud to announce that they have hired seven new officers. Each of these officers under go a series of tests which includes a written test and a physical agility test, an interview process, firearms qualification, a medical physical, a physiological test, and a rigorous background check. They also receive Field Training once they were hired.

### ***Building Division***

The Building Division of the Community Development Department completed 5,716 building inspections, which include mechanical, electrical, and plumbing. A total of 463 Certificates of Occupancy, finished homes, were issued.



A total of 701 permits were issued comprised of: thirty commercial/commercial remodels, sixteen deck/patios, two demolitions, five fence permits, sixty-nine irrigation, five temporary job trailers, twenty-nine permanent sign and twenty temporary sign permits, seven pools, fourteen remodels, eleven storage buildings, sixteen water softeners, seven repairs, and 470 new residential permits.

Seven new businesses have been issued permits in the City of Hutto: Walgreens, Hejl, Lee & Associates, Inc., Hutto Private Mini Storage, Papa John's Pizza, Hutto Premier Dentistry, Wag-A-Bag, and Trim Tech. Two new hotels have been issued permits: Holiday Inn Express and the Hampton Inn and Suites. The St. Patrick's Church on Ed Schmidt Blvd. and CR 165, and the Hutto High School Additions Phases one and two, and the Farley Middle School have also been permitted.



## City Launches New Website

With the growing use of the internet the City website is often the first point of contact for residents and businesses. In an effort to provide better services from the City website we initiated a website redesign strategy. The Technology Committee led this strategy by seeking input from a number of sources and examining other government, business and education websites. This project quickly grew from just being a website redesign to a total transformation of the City's website.

The primary function for the City website is communication and with new advancements in the web industry the opportunity to provide two way communications became available. This led to the development of "Hutto Listens", a citizen response system that allows requests to be submitted directly from the website. The ability to pay utility bills and citations was available on the previous site and has been transitioned to the new one. In an effort to provide information on current city business we added the ability to subscribe to a number of newsletters and other informative email broadcasts directly from the website. We also provide a City calendar of events, news flash, frequently asked questions and forms which were previously not available.

A website is not any help if the information is not current and accurate. During the vendor selection process one of the key components was the ease of updating content. Since the website was launched we have turned over maintenance of sections of the website to the corresponding departments. The Technology Committee also created a review schedule to help adapt the site as needs change. By having these procedures in place we can ensure that the website does not become outdated and adapts to the needs of its users.

## IT Department Installs High-Speed Connection between City Facilities

City staff often need to share resources and move freely between facilities. Since most electronic information was centrally located in the City data center, to improve in this area we had to connect all of the facilities to the data center with enough bandwidth to support their requirements.

The City has six facilities and the data center is located at City Hall. Public Works and Community Development are located next to City Hall so we were able to connect these by running underground cable. The Library and Maintenance facilities did not require a lot of resources so we connected these with a modem connection. The most difficult connection was the Parks and Recreation facility which we connected by setting up a wireless link. The wireless link goes from City Hall to the Pecan Street water tower then to the Parks and Recreation facility. If the needs grow at the Library or Maintenance facility we will be

able to connect them by wireless from water tower also.

The high-speed connection between facilities supports the phone system, internet and computer data access. By centralizing everything we can share resources and information more effectively, reduce workload on the IT Division, and provide a consistent work environment.



### ***City Purchases New Phone System to Provide for Growth***

The rapid growth the City is experiencing had stretched the previous phone system to the limit. New employees were not guaranteed phones, people were sharing phones and system features were limited. To meet the current needs as well as the future needs we had to replace the antiquated system with something new.

Members of the Technology Committee demoed a number of products and built a list of features they wanted out of the new system. Some of these features that were included was ease of management, advanced call routing and control, voicemail to email, recording, reporting and call queuing. Customer service is one of the

City Council priorities and the phone system has features that will help us greatly improve in that area. The City ended up choosing Shoretel's product as the best all around solution.

### ***Hutto Completes First Citizen Survey***

This past January, the City of Hutto completed its first ever comprehensive citizen survey. Approximately 2,000 homes were randomly chosen to participate in the survey. Government Research Solutions conducted the survey which sought to seek citizen's input regarding current programs and services, new initiatives, and future policy. The results of the survey are available on the City's website ([www.HuttoTX.gov](http://www.HuttoTX.gov)).

The results of the survey confirm that we have progressed as a city. New growth has placed increased and conflicting demands on our infrastructure and services. The citizen survey is a useful tool in that it connects our strategic planning efforts to the services that citizens receive, and it tells us how we are doing and helps us determine ways we can improve.

#### **Key Findings**

- 66.24% of respondents said they are satisfied or very satisfied with the **quality of life** in Hutto, with 10.91% of respondents indicating they were unsatisfied or very unsatisfied.
- 52.86% of respondents said they are satisfied or very satisfied with the **City efforts in attracting economic development** compared to 21.61%

- who are unsatisfied or very unsatisfied.
- Respondents support using 33% of **sales tax proceeds** for property tax reduction, 17% for infrastructure for new and expanding business, 16% for public parks and sports venues, 15% for street maintenance, 11% for manufacturing and industrial development, and 8% for affordable housing. The City already has a ½ cent of the 2 cent sales tax dedicated to property tax reduction.
- 69.39% of respondents said they are satisfied or very satisfied with the **safety in their neighborhood**.
- Only 23.26% said they are satisfied or very satisfied with **pedestrian mobility** in the City, while 48.66% said they are unsatisfied or very unsatisfied.
- 38.72% of respondents said they are satisfied or very satisfied with **code enforcement** compared to 35.54% who are unsatisfied or very unsatisfied.
- Residents who have lived within the City for ten or more years are more dissatisfied with City services than residents who have lived within the City nine or fewer years.
- Only 28.61% of respondents said they were satisfied with the City's **water quality (taste)**.
- 58.46% of respondents said they were satisfied with **street maintenance in their neighborhood** compared to 19.23% who are not.
- Residents in different areas of the City are happier with certain services than citizens in other areas. This can help the City identify specific problems and take action to make improvements.

- **Trash Collection, Fire, Ambulance, and Neighborhood Safety** received the highest levels of satisfaction.

The top priorities listed by Hutto residents are Business/Economic Development and Job Creation, Safety (police, fire, EMS, etc), and a grocery store. In addition, Hutto citizens listed the following priorities as the most important:

Roadway improvement  
Expanding retail opportunities.  
Crime prevention programs.  
Increasing employment opportunities  
Developing leisure activities (parks, recreation, library, etc

### ***Communication Committee Established***

City of Hutto staff initiated a quarterly communication meeting with other staff members from area agencies to discuss projects and upcoming events. Attendees have included members from Williamson County, Texas Department of Transportation, Waste Management, Hutto Chamber of Commerce, Hutto Fire and Rescue, Williamson County Emergency Services District No. 3, Hutto Economic Development Corporation, Hutto Independent School District and City Staff. At these meetings, we exchange information on what is going on and upcoming projects of each entity that could affect the others. This meeting serves as a mechanism to narrow any gap in communication and build relationships with other entities that make an impact on the Hutto Community.



### ***Construction Inspector and City Engineer Hired by the City***

As the City continues to invest significantly in its infrastructure, quality control of the construction process became critical to the longevity of the City's capital projects. The City Engineer provides professional engineering leadership and technical services in connection with planning and executing a wide variety of public works improvement programs including the direction of construction and maintenance activities at project sites. Design project may include waterworks, sewage, drainage systems and streets. Responsibilities also include project management and to ensure that effective processes and systems are in place and managed to enhance the day-to-day operations of the City. The Construction Inspector is responsible for inspecting the safe and economical construction of public works projects to ensure compliance with plans, specifications, various codes and departmental policies.

### ***Library's Impact on Community***

At the time of the opening the library had 5500 items on the shelves, including books for children and adults, DVDs, Video and audio tapes. It has four computers with internet access for public use and free wireless connection for those who wish to use their own laptops. Nearly 40% of the items were bought new and 60% were given through donations. The Librarian, Yasmeen Jehangir is constantly building her collection by adding 500 items every month and currently the library has 7100 items for circulation, and over 1100 card holders.

The library offered a summer reading program again which enrolled more than 425 children in just its second year of existence. The program also offered entertainment for children every Friday and story time sessions were performed twice weekly. One story time session is for school age kids and one is for preschoolers that focuses on stories, rhymes, and fingers plays followed by a craft. Average attendance at the story times has been just a little more than 50 patrons per session.

Following the opening of the library, librarian Jehangir promoted the summer reading program, story times and library access at all the Hutto Elementary schools. She visited Nadine Johnson three times and each time talked to groups of 85-90 students. She also visited Hutto Elementary and Cottonwood Creek Elementary and addressed to the entire school at the morning assembly promoting the library and the Summer Reading Program. Ray Elementary School chose to bring their entire school over, loaded in buses, a

hundred at a time, and each group was given a tour of the library.

The High School and Middle School were contacted and required reading lists were obtained. All the books were bought, catalogued and processed and made available for the students as soon as the summer began. The Librarian also attended the Hutto ISD librarian's monthly meeting and stays in touch regularly with the school librarians.



### ***Contract mowing for City Hall & Country Estates***

In 2007 the City Manager and PARD staff discussed the possibility to contract the mowing for City Hall. The Parks & Recreation Department also identified a couple of additional areas that could use regular attention on a more frequent basis. This included Country Estates Park and the area along the trail at Cottonwood Creek, between Fritz Park & Creekside Park. PARD worked with the purchasing division of the Finance Department to work up the details of a contract and a bid was put out which

was awarded to the Tall Grass Guy Company. Tall Grass Guy now handles these three areas and PARD staff inspects their progress to ensure needs are being met. This has helped our staff because Tall Grass Guy now handles a couple of high profile areas as well as an area that current PARD mowers are not equipped to handle regularly without increased wear and tear on our current fleet. The area by the trail and Cottonwood Creek is also a fast growing area that had been difficult to keep up with so by contracting this service the trail can continue to be an enjoyable area for users. Using Tall Grass Guy at City Hall and Country Estates has allowed these areas to be manicured on a bi-weekly basis during the growing season.

### ***Development of Concept Plans for Ballfields on Park Street and Fritz Park***

In July 2008, the Parks & Recreation Director began discussions with BWM to create a concept plan that will include the redevelopment of the existing ball fields with a retro time period specific look. The softball/baseball field was created in the 1930's and played home to a world champion softball team in the 1950's. The football field was created in the late 1950's and was home to the Hippos until the new stadium was built in 1999. This concept plan is to be able to show how these fields can be improved for use by local league and at the same time give a respectful tip of the cap the heritage and history of those sports fields. The concept will also include a few additional items for consideration in the overall planning of Fritz Park ultimate build out.



### ***Public Works Relocates New Offices to Annex***

Last October Public Works administration staff and two supervisors relocated into the newly remodeled annex building. Office space was also built in anticipation for the new City Engineer and Construction Inspector. Daniel Robles, an employee in the Street Division, accepted the task of project manager. Daniel worked with purchasing and various other staff to ensure everyone's needs were met. He spent a great deal of time working with contractors to get bids. Daniel was responsible for ensuring that contractors completed the work in a timely manner. Building inspectors assisted with inspecting the work done by contractors and ensuring that the work was done to code. The remodeling included a new kitchen, break room space, two restrooms, three offices, three cubicles with doors, foyer, conference room, plans area, and five work stations for employees, storage closet for office supplies, and storage space for wall lockers and miscellaneous items. Daniel Robles did an excellent job.

### ***City's Engineer Develops Filing System***

City engineer Matt Bushak has recently started working on a filing system for managing projects, plans, and documents. With the amount of work generated by the fastest growing City in the Texas, Matt has his work cut out for him.

Matt was hired in April of 2008. Because he is the first engineer in the City's history, Matt is developing processes and procedures to keep track of the many documents that are generated by the City's rapid growth.



### ***Public Works Crews Prepare Co-Op Property for Hutto Mercantile Opening***

The Public Works Department spent several weeks cleaning up the co-op property and making safety improvements to protect the public. A fence was installed around the 2 gin buildings with "No Trespassing" signs installed along the fence and around the silos.. Public Works crews spent around 200 hours on this project. The old gin office was removed all entry ways to the silos were

sealed off, metal trip hazards off the concrete slabs were removed, low spots

around the site were filled in and made even, and 4 dumpsters of trash, bolts and debris were picked up. The location was made ready for the Hutto Mercantile open air farmers market to begin in July.

### ***Lower Brushy Creek Waste Water Treatment Plant Becoming A Reality***

In the last year the City in partnership with the Lower Colorado River Authority (LCRA) and Brazos River Authority (BRA) reached many significant milestones towards completion of Brushy Creek South Wastewater Treatment Plant. The plant site was selected with the property being purchased in June. CDM Consulting Engineers produced a Preliminary Engineering Report which gave an overview of the systems and processes that will be used to treat wastewater in the new plant. CDM also completed a draft permit application for review. We anticipate the final permit application will be submitted to the Texas Commission on Environmental Quality (TCEQ) in late August or early September. The plant is still on schedule for a completion date of summer 2011.



### ***Exchange Blvd –Phase I Repairs***

The Street and Drainage Division completed the first phase of the drainage and street repair on Exchange Blvd. This project took 4 crew members 3 days to dig out, back fill, and pour concrete. This phase of construction cost the city approximately \$11,000 saving the City about \$9,000 over the cost of a contractor. This was a very good experience for the crew. Two message boards were borrowed from the Williamson County Road and Bridge Department saving the City an additional \$2,100.

### ***Street Crews Ensure Safe Streets***

The Streets and Drainage Division contracted with Highway Technologies to do the striping on Carl Stern Blvd. from 1660 S. to Erin Cove. Striping was installed to protect drivers by designating driving lanes.

### ***Street and Drainage Crew Make Improvements to Mario's Parking Lot***

The Street and Drainage crew installed 2 new drainage components to Mario's Mexican Restaurant's parking lot, improving the drainage by 100%. The drainage components consisted of a concrete box drain with metal grate and 4" diameter PVC pipe from the low spots in the parking lot to the east ditch line. Water no longer stands and pools up in the parking.



### ***Street Crews Beautification Project Completed***

The Front Street median landscaping was installed by the Streets and Drainage Division as a beautification project. Crews installed 2 yards of river rock, 4 Yuka plants, and 5 Purple Sage, helping to beautify the west side entrance to the Country Estates Subdivision. The median matches the Country Estates sign landscaping.



**PROJECTS  
COMPLETED**

## PROJECTS COMPLETED

The past year provided the City of Hutto with a number of challenges. In response, the City Council and staff handled each situation with dedication and excellence. The continuing growth of the community has challenged the City to grow and adapt, as demonstrated by the following sample of projects and programs accomplished in fiscal years 2007- 2008. Because there were too many to highlight and because each component was an important piece in making the picture complete, we have included this section.

- City established the Zoning Board of Adjustment.
- Proclamation made by Council to name November National Planning Month.
- CD staff attended the Texas Chapter American Planning Association (APA) annual conference in Addison.
- Matthew Lewis and Will Guerin were asked to present a lecture at Texas State University – San Marcos.
- Planning staff completed Historic Preservation program training in Bastrop held by the Texas Leadership Institute.
- Historic Preservation Commission adopts official mission statement.
- Interview and selection for Unified Development Code applicants. PlaceMakers Inc. was selected.
- Interview and selection for Downtown Master Plan applicants. ERO International and Gateway Planning Group were selected.
- City Council approves sidewalk plan evaluation criteria compiled by Planning staff.
- CD Staff attended International Congress for New Urbanism (CNU) Conference held in Austin.
- Sign ordinance amendments completed.
- CD staff attended Plat and Subdivision Law seminar in Austin
- City Secretary's office is developing plans to go paperless through modern Records Management document imaging programs.
- Town Hall meeting ~ City Secretary's Office provided the community an opportunity to experience educational training on electronic voting equipment.
- City Secretary conducted Candidate Information Seminar.
- City Secretary was project manager for the City's annual departmental document shredding project and record retention program.
- IT ~ Purchased and installed new network equipment and firewall.
- IT ~ Switched City from AT&T Broadband Cards to Verizon
- IT ~ Purchased and setup redundant terminal servers for city's network.
- IT ~ Upgraded City's email server.
- IT ~ Hired IT Specialist.
- IT ~ Hosted Website Launch Luncheon to introduce new website.
- CMO ~ DISC Training for CMO Staff.
- CMO ~ Manville Water Contract negotiated.

- CMO ~ Transmission Line efforts continued throughout the year.
- CMO ~ Hosted Press Event for signing of the Crossings of Carmel Creek ED Agreement.
- CMO ~ Established Communication Committee with HISD, WMCO, Chamber, EDC and City.
- CMO ~ Negotiated the New Quest PUD and Chapter 380 Agreement.
- CMO ~ Development of the CIP Plan.
- CMO ~ Began weekly distribution of Hutto Highlights electronic newsletter.
- CMO ~ Work continued on the Waste Water Treatment Plant.
- CMO ~ City Supported Hope Alliance efforts.
- CMO ~ Worked with other entities on the development of the EWCHEC.
- CMO ~ City works on development of the WCRAS.
- CMO ~ City participates in the WMCO Growth Summit.
- CMO ~ Implemented Management Tool of One on One Meetings with Leadership Team .
- HR ~ Violence in the Workplace Training for City Employees
- CMO ~ Began negotiations and meetings with YMCA
- CMO ~ Offered a Youth in Government Program in the HISD classroom for the Fall and Spring Semester
- CMO ~ Youth in Government Day at the City
- Thanksgiving Luncheon for Employees at PW
- CMO ~ Leadership Team Retreat at Cimarron Hills in November
- City Leadership Team and Council members participate in Annual TML Conference in Dallas
- CMO ~ City Receives City-County Cooperation Award for WCRAS
- CMO ~ City Receives TML Award in the Management Innovations Category
- Finance ~ Closing on USDA Note
- CMO ~ City Manager completes certification in Public Funds Investment Act Training
- CD ~ ERO Contract
- CMO ~ City Hosts Holiday Market at Co-Op Site in December
- Christmas Party and Employee Awards Banquet
- PW ~ City Hires Construction Inspector
- PW ~ City Hires City Engineer
- HR ~ City develops employee Brown Bag Series mini training
- CMO ~ Town Hall Meeting
- CMO ~ City Leadership Team and Council members participates in Central Texas Growth Summit
- CMO ~ Leadership Team participates in Budget Retreat at Cimarron Hills
- CMO ~ Leadership Team participates in The Great Exchange Seminar
- Departments Development of the Five Year Plan
- CMO ~ Pollard Tract Negotiations
- CMO ~ City participates and supports Chamber Banquet

- CD ~ Sign Ordinance Review Committee implemented
- Two teams of city employees participate in the Relay for Life
- Finance ~ Springbrook Training for Employees
- CD ~ Northtown Commons Development
- CD ~ Parkside Development
- CD ~ FEMA Process for maps completed
- CMO ~ City Participates in Adopt A Unit Program
- CMO ~ City supports MDA Effort (Ed Broussard, Rhonda Rhedden and Becky Mitchell)
- Leadership Team develops Strategic Map Action Plan
- CMO ~ Development of Legislative Agenda
- HR ~ Sexual Harassment Training for Employees
- CMO ~ Addressed the Low Income Housing Issue
- IT ~ New Phone System installed
- CMO ~ Negotiations of extension of Carl Stern Blvd
- CMO ~ North Town FM 1660 Access
- CMO ~ City Hosts Adopt A Unit Static Display of Apache Helicopter
- Employee Spring Picnic
- CMO ~ Negotiations with BRA re financing for WWTP
- CMO ~ City Hosts Boards and Commissions Appreciation Dinner
- CMO ~ Meetings with Governor's Office re: Transmission Lines
- CMO ~ Exploring LCRA Options of WWTP
- CMO ~ City joins Sister City Program and send delegate to Zambia
- CMO ~ Texas Travel Guide Participation
- CMO ~ City Manager named to Board of Directors for Habitat for Humanity
- CMO ~ Joni Clarke, Assistant CM Graduates from CPM Training
- Tim Howell graduates from Supervisory Training
- CMO ~ Marketplace Hutto
- CMO ~ Meetings with Commissioners on Landfill Issue
- CMO ~ City applies for TML awards in 4 categories
- CMO ~ Discussions for FM 685 Expansion
- Finance ~ Received the City's First GFOA Distinguished Budget Presentation
- Finance ~ Received the City's First CAFR Award from GFOA
- Finance ~ Began offering the option of making payments on website with a debit or credit card for Utility and Court customers
- Finance ~ Completed the AMR project
- Finance ~ Wrote a grant application for and awarded a CAPCOG grant for recycling
- Finance ~ Prepared City's first Annual Report in Calendar format
- PARD ~ Library given an honorary membership to the Chamber of Commerce
- PARD ~ Shared equipment with Public Works and Parks and Recreation to reduce equipment costs

- Librarian attended several workshops offered by the Central Texas Library System
- Library ~ Continued working on Library Accreditation by the Texas State Library
- Library ~ Provided Middle & High School students w/required reading books through the summer
- PARD ~ Keep Hutto Beautiful – working to find official tree/flower. Worked with Code Enforcement on Property Maintenance Code. Membership drive began. Working on goal setting.
- PARD ~ Hutto Youth Advisory Commission – Working to survey students to find out their needs.
- PARD ~ CPR & First aid trained all of our Summer Camp staff along with the Recreation program coordinator and one of the Groundskeepers
- PARD ~ TEA 21 plans have gone to the state for review for the trail project
- PARD ~ Continued and completed CIP projects related to ball fields
- PARD now accepts credit cards
- Library ~ More library programming for the public
- PARD ~ Filled 2 full time maintenance positions
- Library ~ Summer Reading program performers every Friday
- Library ~ Grand tour of library to Ray Elementary School
- PARD ~ 5k Fun Run – increased participation from 39 the first year to 82 the second year
- PARD ~ Treats on East Street – Successful event with Downtown, the Police Department and Hutto Chamber of Commerce
- PARD ~ unt, Pass & Kick/Pitch Hit & Run/Jr. Olympics – offered free skills events
- PARD ~ Park Kids Summer Camp – added field trips and swimming to the program
- Library ~ Successful Summer Reading Program
- PARD ~ Remodeled Football Concession stand
- PARD ~ Remodeled football press box
- PARD ~ Irrigation on baseball/softball fields on Mager Lane and Park St
- PARD ~ Other improvements to Mager Lane ball fields – new fence and new grass
- PARD ~ Trees trimmed behind softball fields and north of football field on Park St.
- PARD ~ Brush piles removed at Creekside Park and along the Fritz Park trail
- PARD ~ Pond being cleaned and restored/new pond pump installed and will be on a monthly maintenance contract
- PARD ~ Mowing contract completed
- Police Department ~ First Place – Top Fund Raising Team for Relay for Life
- Police Department ~ First Place – Top Fundraiser (Harold Thomas) for Relay for Life
- Police Department ~ Silver Fundraiser – Relay for Life
- Police Department ~ Over \$1000.00 Raised (Harold Thomas) – Relay for Life
- Police Department ~ Creation of the Adopt-a-Cop Program
- Police Department ~ Revised Curfew Ord. to help keep kids safe
- Police Department ~ Selective Traffic Enforcement Program (STEP) Grant for Speeding & DWI

- Police Department ~ Used signage to thwart the use of fireworks in Hutto
- Police Department ~ Hired 8 new officers
- Police Department ~ Second Code Enforcement Officer receives certification.
- Police Department ~ Hosted two ALERT Trainings
- Police Department ~ Hosted NASRO Training
- Police Department ~ Working on Creation of a Dispatch Center
- Police Department ~ Updated Five Year Strategic Plan
- Police Department ~ Either hosted, involved with or participated in the following special events: National Night Out, Old Time Days, Treats on East Street, Turkey Drive, Orange Santa
- Public Works employees work on cross training within department
- Public Works ~ Use of Data Loggers implement to check PSI in are or house to aid in trouble shooting.
- Public Works ~ Purchased 5 sampling stations to aid us in monthly Bac-T testing.
- Public Works ~ Implementation of the Hach APA600 Mono chloramines analyzer to assist in the adjustment of the rate of chemicals used in disinfection of the water
- Public Works ~ Contracted with the Tall Grass Guy for mowing of co-op property and Hwy 79 right of way
- Public Works ~ Purchased new truck for use by the construction inspector
- Streets and Drainage purchased a new truck mounted sander for sanding the streets in the event of an ice storm
- Public Works assisted in renegotiating the Heart of Texas water contract
- Public works ~ Frank Kee, a utilities employee, is a member of the Technology committee and contributed to the design of the City's new website
- Public Works ~ Sam Pearson, a utilities employee is a member and the team leader of the Appreciative Inquiry group. The have been working to integrate the A.I. concept throughout the organization and to all City of Hutto employees.
- Public Works ~ Matt Boyd, a streets and drainage employee, is an active member of the employee relations committee. The committee's function is to provide fun events for City employees.
- Public Works ~ Daniel Robles, a streets and drainage employee, is an active member of the City's safety committee working to ensure City employees are working in a safe environment.
- Public Works ~ Developing concept to better operational workings by rehabbing the Shiloh Tank Yard site with our new SCADA system.
- Public Works hosts annual Thanksgiving fish fry for City employees.
- Public works participated in the annual Trash Off by driving trucks to pick up trash and deliver supplies.
- Public Works participated in the Youth in Government Program by conducting a class at Hutto High covering the basics of public works operations.
- Public Works assisted with Olde Tyme Day's event.
- Public Works employees decorated the downtown area with holiday decorations

- Public Works staff assisted with the Adopt A Unit community event when the Apache helicopter visited Hutto High School.
- Public Works ~ Streets and Drainage employees worked with Director of Parks and Recreation and the librarian to re-stripe and add parking spaces to the new library parking lot.



## **SPECIAL EVENTS**

## SPECIAL EVENTS



### ***Treats on East Street***

The City of Hutto Parks & Recreation Department along with the City of Hutto Police Department and the Hutto Chamber of Commerce presented the 3rd Annual Treats on East Street in October. Treats on East Street, a celebration for children ages 12 and under, allowed children to participate in a fun and safe environment on Halloween. Local businesses handed out candy and there was a costume contest for ages 12 & under.



### ***Second Annual STAMPEDE 5K Fun Run Deemed a Success***

The weather was perfect this past October 20, when the Hutto Parks and Recreation Department hosted the 2<sup>nd</sup> Annual

STAMPEDE 5K Fun Run in conjunction with the Hutto Chamber of Commerce's Olde Tyme Days celebration. Eighty-five runners from ages six to seventy-four registered for this year's event. The route that spanned just over three miles (3.04) started in Fritz Park. After leaving Fritz Park, runners ran through the vendor booths already set up on Farley Street in Downtown Hutto, out and around Hutto Middle School, and back to Fritz Park. Hutto resident Travis Russell, 45, finished as our first overall male runner with a time of 17:04.168 and Austin resident Landra Stewardson, 23, finished as the first overall female runner with a time of 22:04.440.

### ***Parks and Recreation Department Olde Tyme Christmas***

**HUTTO**  
CHAMBER OF COMMERCE

## **Olde Tyme Christmas Celebration**

**Historic East Street  
Downtown Hutto  
Thursday, Dec. 6  
6 - 8 p.m.**

*Featuring*

- Photos with Santa Claus
- Holiday Crafts
- Christmas Carols
- Hot Chocolate
- Cookies
- Christmas Spirit

*Bring a new unwrapped toy for Orange Santa*

*Free and open to the public!*

The Parks and Recreation Department joined the Hutto Chamber of Commerce, Hutto Lions Club and the Hutto Rotary Club to celebrate the holiday season. Attendees

enjoyed hot chocolate and cookies, and kids can had their pictures taken with Santa (proceeds benefited Orange Santa). Citizens were asked to bring a new, unwrapped toy to donate for the Orange Santa program. The following downtown merchants hosted an Open House: Creative Touch, Classy Dog Grooming, Client Expressions, Dragonfly Floral and Gifts, Quality Monogramming, Mario's Mexican Restaurant, Hutto Dental, Curves, The Hutto News, Germania Insurance, Everything Hippo, and The Texan Café.

## ***Orange Santa***

Hutto Police Department, Hutto High School, and Hutto Chamber of Commerce jointly organized the Orange Santa Program this past year. The program provided new and gently used toys donated by community residents and businesses to area children who otherwise would not receive any gifts for Christmas. Toys were dropped off at the toy collection bins, located at Hutto City Hall, Hutto Chamber of Commerce, Hutto Fire Station, First State Bank, and all Hutto ISD campuses and various area businesses. Monetary donations were made at Hutto City Hall and the Hutto Police Department.

**Hutto Co-Op Holiday Market**  
**Saturday, December 15, 2007**  
**10 a.m. – 5 p.m.**  
**Hwy. 79 in Hutto, Texas**



**Join Us to Share in the Holiday Spirit!**  
Gather your friends and join us for a delightful day of shopping, food and live performances!  
  
Help support vendors with unique gifts. Get your gift list done in no time!

**Free Admission**

**Sponsored by:**  
**The City of Hutto & Community Organizations**

**Vendor Information**  
svelasq@aol.com  
or call 512/759-3731  
  
Available Booths: \$50  
Vendor Deadline: Dec. 11th



### ***Hutto Co-Op Holiday Market***

The City of Hutto and various Community Organizations hosted a Holiday Market on Saturday, December 15 at the old Co-Op site on Hwy 79. A number of vendors and entertainment venues participated.



### ***Transmission Lines – Press Event***

The Hutto City Council, the Hutto Independent School District Board of Trustees, the Hutto Chamber of Commerce Board of Directors and the Hutto Economic Development Corporation Board of Directors joined together to communicate their position regarding the routing of the

Clear Springs/Zorn Salado 345-kV transmission lines through the Hutto community. A Press Event was held on Monday, January 14 at 9:30 a.m. at the Cottonwood Creek Elementary School cafeteria, located at 3160 Limmer Loop in Hutto.

Community leaders used the event to raise the awareness of the failure of the regulatory process to fairly and properly address the many concerns raised by the citizens and stakeholders regarding the placement of the 345-kV transmission line in the Hutto area



### ***Parks & Recreation Hosts Trash Off***

The Parks and Recreation Department hosted the 3<sup>rd</sup> Annual Texas Trash-Off this past March. The event, which kicked off at Fritz Park, served breakfast and lunch to the volunteers. Door prizes were also given away.

### ***Hutto and Taylor Jointly Adopt A Unit From Fort Hood***

In a neighbor-to-neighbor collaborative, the cities of Hutto and Taylor are jointly participating in the *Adopt A Unit* program sponsored by the Association of the United



States Army (AUSA). These two cities have adopted the 1<sup>st</sup> Battalion, 4<sup>th</sup> Aviation Regiment of the 4<sup>th</sup> Infantry Division at Fort Hood. This unit consists of nearly 400 troops who will be deployed to Iraq in June of this year.

The *Adopt A Unit* is a neighbor-to-neighbor program, created to strengthen ties between our Fort Hood military and their Texas neighbors, and to provide support to the families of the Fort Hood troops that are deployed. This program provides a way for communities to become involved and to extend a hand to families left behind.

Some activities have included a visit to Hutto and Taylor by the Apache Helicopter units on their way to deployment on Saturday, April 26, giving everyone an opportunity to see, up close and personal, the troops and units they will be supporting. Additional avenues of support by each community are being led by the City Councils. There will be many opportunities for all to participate in the program.

In response to encouragement from U. S. Congressman John Carter, the City Councils of both Hutto and Taylor have agreed to

jointly adopt the 1-4 Aviation Battalion of Apache Helicopter units. The headquarters of the Combat Aviation Brigade has been adopted by the Williamson County Commissioners Court. Other Williamson County cities that are adopting units include Georgetown, Leander, Liberty Hill, Cedar Park and Round Rock.



### ***Easter Bunny & Friends Visit Fritz Park***

The Easter Bunny and friends visited Fritz Park in March for an Easter Egg Hunt.

### ***Elections – May 2008***

The City Secretary's office oversaw the administration of the Hutto City Council election held May 10, 2008 for City Council Places 2, 3, 6 and the Office of the Mayor. Approximately 1,111 voters voted. Three council members were re-elected, Debbie Holland in Place 2, Veronica "Ronnie" Quintanilla-Perez in Place 3 and Kenneth L. Love as Mayor. Felix Madrid was elected, as a new council member, to Place 6. Hutto has three Williamson County polling locations within the city limits with council members serving "at-large".



### ***Hutto Growth Summit A "Family-Friendly" Town Hall Meeting***

The HUTTO GROWTH SUMMIT, a family friendly Town Hall Meeting was held on Monday, January 28 at the Hutto High School located at 101 FM 685. The Hutto Lions Club sponsored a delicious chicken fried steak dinner Attendees enjoyed during dinner, entertainment provided by a variety of student organizations from the Hutto Independent School District. There were informational booths provided by the Hutto Independent School District, Hutto Economic Development Corporation, the Hutto Chamber of Commerce, Hutto Fire and Rescue and Williamson County. The City presented displays that featured the policies contained in the City's Strategic Guide which was publicly revealed for the first time at this event. There were activities for the children in the High School Library.

Those attending had a fun and informative evening highlighted by a presentation that began at 7:00 p.m. **"A Vision of Hutto – 2030, The Strategic Map"** which was created by the Hutto City Council. Following the Council's presentation, Dr. David Borrer, Superintendent of the Hutto

ISD, Mr. Scott Martinez, Executive Director of the Hutto Economic Development Corporation and Matthew Lewis, Director of Community Development updated the community on what the future holds for Hutto.

The city was excited to host this community-focused event complete with food, musical entertainment, door prizes and activities for the children.



### ***City Hosts Animal Care Clinic***

On May 10, 2008, the City of Hutto held its first micro-chip, vaccination, and adoption clinic. With the help of the Hutto Veterinary Clinic and the Williamson County Animal Shelter, the day was a big success. Dogs and cats of all shapes and sizes made their way with their owners to receive this cost-saving benefit. Twenty four pets were micro-chipped and forty-eight pets were vaccinated against rabies. Since this was the first year for this event we expect a much larger turn out next year. As an added bonus, two precious, homeless dogs found new loving homes. Now that's priceless!

### ***After School Program Increases Average Monthly Attendance***

The Rec 'N Crew after school program is one of the Parks & recreation Department's most successful programs. It provides after school care for elementary aged school children who would otherwise go home to an empty house. The program offers home work time, with help from the counselors, along with arts and crafts, trips to the park, and games in the gym. The after school program expanded to include children from a fourth elementary school in the 2007-2008 school year. In the programs second school year of existence regular monthly enrollment which increased 40% from 32 children to 53 children.

### ***Youth Basketball – Increased the Number of Teams from 12 in 06-07 to 16 in 07-08***

Hutto Parks & Recreation inter-leagued with Round Rock Parks & Recreation for a second year of youth basketball, showing a strong regional partnership. The 2007-2008 programs increased from 12 to 16 teams, which consisted of select teams and recreational teams. Coaches and parents were all trained through either the SPROTS Coaches Training program or the SMART Parents training program to ensure that each child's athletic experience was filled with good sportsmanship and success. All teams were eligible to play in a regional tournament hosted by our department and six (6) Hutto teams qualified to compete at the state level. Two of these teams went and competed for a second year; girls played in Longview, Texas and boys teams travelled to College Station.

***“Got Game” Summer Basketball  
Skill Camp –  
Enrollment Increases from 19 in 2007  
to 44 in 2008***

The GOT GAME Basketball camp hit the hardwood on Monday, June 3 with 44 kids registered, which is an increase from only 19 registered the previous year. This basketball skills camp was held at the old middle school campus in the main gymnasium. Coach Brandon Tatum, from Abilene Christian University led the camp with volunteers from the Hutto high school girls’ varsity basketball team. The camp included fundamentals of dribbling, passing, shooting, work on defensive techniques, one on one drills and games and team scrimmaging.



***Summertime Park Events –  
Movies & Concerts in the Park  
Continued Success***

This year, the Parks and Recreation department presented three movies - Surf’s Up, Bee Movie, and Transformers. This is the fourth summer for Movies in the Park. Each event was preceded by activities with our summer camp staff, such as tug of war and potato sack races. All three movies were well attended, and it is a popular activity that is provided at no cost.

This year, the Parks and Recreation department presented three concerts in the park - Ryan Turner Band, Mark McKinney, and Pride and Joy. This is the 2nd summer for concerts in the Park. Each concert brought out families who also enjoyed a picnic in the park before or during the concert. For the first time, we had sponsors for the first two concerts, Country Fresh Septic and Hejl, Lee & Associates. All three concerts were well attended, and it is a popular activity that is provided at no cost to those who attended. Several families brought out picnic dinners and friends to enjoy the shows.



***July 4th Walking Parade –  
Participants increase from  
18 in 2006 to 40 in 2008***

The Parks and Recreation Department held its annual 4th of July walking parade that traveled through old town Hutto. The 2007 event was rained out but the 2008 parade began at 8:30 AM at Fritz Park and the route went from Park Street to Taylor Street on to Farley, East Street and back to Fritz Park on Live Oak Street. Bicycles, strollers, wagons and walkers were all decorated in red, white and blue.

Along with the parade a spirit contest was held for parade entries to showcase their ability to decorate their bikes, wagons and pets in patriotic colors. Awards were handed out for most patriotic child, bike, wagon, and pet. The number of parade participants increased from eighteen (18) in 2006 to forty (40) in 2008. This looks to become a very popular event that will have more to go along with it in the next couple of years as this holiday falls on the weekend.